



**AMES TRANSIT AGENCY
BOARD OF TRUSTEES**

CYRIDE CONFERENCE ROOM – September 21, 2023

1. CALL TO ORDER: 4:00 p.m.
2. Approval of Minutes from August 17, 2023, and August 31, 2023
3. Public Comments
4. FY 2023 Operations Fund Transfer – Closing Balance Transfers
5. FY 2025 Budget Planning – Discussion
6. Annual Transit Asset Management Plan – Performance Measures and Targets Update
7. Amendment to Transit Advertising Contract
8. Award of Contract for On-Call Concrete Services
9. Award of Contract for Automatic Transmissions
10. Monthly Report
11. Fall Meeting Dates / Times
 - October 19
 - November 16
 - December 21
12. Adjourn

AUGUST 17, 2023
AMES TRANSIT AGENCY BOARD OF TRUSTEES

The Ames Transit Agency Board of Trustees met on August 17, 2023, at 4:00 p.m. in the CyRide Conference room. President Beatty-Hansen called the meeting to order at 4:00 p.m. with Trustees Lee, Norton, and Schainker present.

APPROVAL OF JULY 20, 2023, MINUTES:

Trustee Norton made a motion to adopt the July 20, 2023, Transit Board minutes as presented; Trustee Schainker seconded the motion. (Ayes: 4 Nays: 0) Motion carried.

PUBLIC COMMENTS:

None.

AGENCY SAFETY PLAN ANNUAL REVISION AND CERTIFICATION:

Director Neal requested that the board approve recertifying CyRide's Agency Safety Plan (ASP). The Federal Transit Administration requires transit systems that receive federal funds under Urbanized Area Formula Grants to develop and maintain ASPs and have them annually reviewed, updated, and approved by the board.

Director Neal recommended that the board approve Alternative #1 to approve the ASP, which will continue to reinforce our safety culture, ensure compliance with FTA regulations, and maintain our ability to receive federal funding.

Trustee Schainker made a motion to approve Alternative #1; Trustee Norton seconded the motion. (Ayes: 4 Nays: 0) Motion carried.

AWARD OF CONTRACT FOR RECONDITIONED REPLACEMENT ENGINE:

Director Neal requested that the board approve the award of contract for the purchase of replacement engines. CyRide has three vehicles removed from regular service due to excessive crankcase pressure from cylinder wear. MHC Kenworth was the low bid, with a total bid cost of \$116,200.47.

Director Neal recommended approval of Alternative #1 to approve the award of contract to MHC Kenworth, which will allow CyRide to make repairs to the three vehicles, return them to regular service, and keep the fleet in a state of good repair.

Trustee Norton made a motion to approve Alternative #1; Trustee Schainker seconded the motion. (Ayes: 4 Nays: 0) Motion carried.

FY 2023 PRELIMINARY OPERATIONS FUND CLOSING BALANCE DISCUSSION:

Director Neal requested board direction on potentially reallocating funds from the operations fund closing balance. Formal adoption of any options would be part of budget discussions at the September board meeting. The board has an established policy that the operating fund closing balance should be between 7.5 and 10% of operating expenses, and funds above the maximum percentage can be considered for reprogramming to meet additional operating or capital needs.

Items recommended by staff were transferring additional local match funding to the facility expansion reserve, transferring additional funding for delayed capital projects that are currently not in the CIP, and allocating funds to the capital fund for an uncommitted purpose until a need is identified.

Board members discussed suggestions they had for the funds. Fareless was one option. Board members were interested in it, but some also expressed concern that the study wasn't in-depth enough to fully determine the costs and changes needed for a fareless system. Director Neal stressed that ridership hasn't yet stabilized sufficiently for a system recalibration. Board members expressed interest in some of the service requests citizens had asked for and were also interested in utilizing the funds to subsidize the partner contributions. Director Neal informed the board that information would be brought back at the September meeting for a formal request for the reallocation of funds.

MONTHLY REPORT:

Battery Electric Bus Deployment Update: The battery electric buses were put in service on July 10 and have performed well.

CTAA Sun Conference: Chris Crippen and Barb Neal attended the CTAA Sun Conference in Gulfport, MS. There were some productive peer group roundtable discussion opportunities about bus costs, delivery lag times, fareless systems, ridership, and funding.

Section 5310 Subrecipient Review: The Iowa DOT conducted a compliance and good practice review on CyRide. Six items needed attention or improvement.

Ridership Update: CyRide ended FY 2023 with a 12.9% increase in ridership over the last fiscal year. Ridership of passengers who do not pay a fare, typically ISU students, increased by 12.2%.

Quarterly Report: The April 2023 through June 2023 quarterly report was reviewed.

Fall meeting dates:

- August 31, 4:00 p.m. (Special Meeting)
- September 21, 4:00 p.m.
- October 19, 4:00 p.m.
- November 16, 4:00 p.m.
- December 21, 4:00 p.m.

Adjourn: Trustee Norton made a motion to approve adjourning at 5:10 p.m.; Trustee Lee seconded the motion. (Ayes: 4 Nays: 0) Motion carried.

Bronwyn Beatty-Hansen, President

Cheryl Spencer, Recording Secretary

AUGUST 31, 2023
AMES TRANSIT AGENCY BOARD OF TRUSTEES

The Ames Transit Agency Board of Trustees met on August 31, 2023, at 4:00 p.m. in the CyRide Conference room for a special meeting. President Beatty-Hansen called the meeting to order at 4:03 p.m. with Trustees Janes, Lee, and Schainker present.

AWARD OF CONTRACT FOR 2023 SHOP REHABILITATION PROJECT:

Director Neal requested the board award the contract for the 2023 Shop Rehabilitation Project. The project included one alternate, adding a window in the masonry wall to improve visibility within the shop. Four bids were received and were determined to be competitive. T.H. Grabau Construction, Inc. of Boone, Iowa was the low bid on this project.

Director Neal recommended approval of Alternative #1 to accept the base bid and the bid alternative, which will allow CyRide to update the shop area to improve safety, air quality, noise pollution, storage space, and office layouts.

Trustee Janes made a motion to approve Alternative #1; Trustee Schainker seconded the motion. (Ayes: 4 Nays: 0) Motion carried.

Fall meeting dates:

- September 21, 4:00 p.m.
- October 19, 4:00 p.m.
- November 16, 4:00 p.m.
- December 21, 4:00 p.m.

Adjourn: Trustee Jian made a motion to approve adjourning at 4:08 p.m.; Trustee Lee seconded the motion. (Ayes: 4 Nays: 0) Motion carried.

Bronwyn Beatty-Hansen, President

Cheryl Spencer, Recording Secretary

September 21, 2023
FY 2023 Operations Fund Transfer -
Closing Balance Transfers
CyRide Resource: Rob Jennings, Barbara Neal

BACKGROUND:

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

Final operating expenses and the operations fund closing balance will be available at the close of the City of Ames audit process, anticipated in December 2023. The following preliminary estimates are currently available. CyRide and the Finance Department estimate that the FY 2023 operations fund closing balance will be approximately \$9,940,516. However, the board has existing commitments to these fund dollars, as reflected in the table below.

Operations Fund Activity	Dollars
Preliminary Operations Fund Closing Balance	\$9,940,516
FY 2023 Federal Funds*	(\$2,400,000)
10% Closing Balance for FY 2023	(\$1,249,303)
FY 2024 Local Funding Partners System Subsidy	(\$846,439)
System Recalibration	(\$250,000)
Proposed Biodiesel Pilot Project	(\$86,638)
Reserved FY 2025 – FY 2029 Local Funding Partners System Subsidy	(\$3,000,000)
Anticipated Uncommitted Closing Balance	\$2,108,136

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

With the FY 2023 closing balance expected to exceed the 10% goal, the Transit Board directed staff to prepare an option addressing CyRide’s two most critical unfunded capital needs. Listed below are the two areas staff has developed based on the priorities discussed at the August Transit Board meeting.

- Move \$1,000,000 to the capital fund for a facility expansion/second building local match.
- Move \$1,000,000 to the capital fund for currently unprioritized local capital projects.

CyRide has also prepared the attached 5-year pro forma financial statement detailing operating and capital funds for this option. The pro forma provides a longer-term look at the revenues and expenses necessary to fund CyRide. Staff is currently preparing FY 2025 anticipated revenues and expenses through the budgeting process; capital and operating expenses were projected forward for FY 2026 through FY 2029.

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

ALTERNATIVES:

1. Authorize CyRide to reallocate \$2,000,000 of the FY 2023 operations fund closing balance to the capital project fund for the facility expansion project and currently unprogrammed local capital projects.
2. Direct staff to proceed according to Transit Board priorities.

RECOMMENDATION:

The Transit Director recommends approval of Alternative #1. Reallocating funds as described from the operations fund closing balance to the capital fund would allow CyRide to pursue much-needed capital projects and help support the local match required to proceed with future infrastructure grant opportunities.

September 21, 2023
FY 2025 Budget Planning – Discussion
CyRide Resource: Barbara Neal, Rob Jennings

BACKGROUND:

As part of the annual budgeting process, CyRide brings customer service requests and staff recommendations to the Transit Board for possible inclusion in next year’s budget. If the Transit Board indicates an interest in any of these items, CyRide will prepare options to present as part of the December budget discussions.

Customer Requests

CyRide has received the following customer requests for service improvements. Summarized below are the comments, the service necessary to meet the request, and the estimated annual cost to implement the suggestion.

Route	Customer Suggestion	Service Change	Estimated Cost
#6 Brown Route	Extend Brown route to the Research Park in the evenings	Extend Brown route to Research Park from 8:00 p.m. – 10:30 p.m.	\$5,000
#9 Plum Route	Add weekend Plum route service	Add one bus on weekends; 40-minute service Saturday from 7:15 a.m. – 10:00 p.m.; Sunday from 8:30 a.m. – 10:00 p.m.	Sat. \$42,185 Sun. \$39,575 Total \$81,760
#11 Cherry Route	Add weekend Cherry route service	Add one bus on weekends; 40-minute service Saturday from 7:00 a.m. – 7:00 p.m.; Sunday from 8:30 a.m. – 7:00 p.m.	Sat. \$38,550 Sun. \$35,540 Total \$74,090
#25 Gold Route	Add 20-minute Gold route service in the summer	Add one bus in summer; 20-minute service from 7:50 a.m. – 9:45 p.m.	\$50,000
#25 Gold Route	Add weekend Gold route service	Add one bus on weekends during the school year; 40-minute service Saturday from 7:20 a.m. – 7:00 p.m. Sunday from 8:30 a.m. – 7:00 p.m.	Sat. \$59,500 Sun. \$59,500 Total \$119,000

Staff Recommended Changes

CyRide staff is recommending four items be included in the FY 2025 budget:

- Three fixed route service improvements from customer requests,
- One staffing change, adding one additional full-time equivalent (FTE) in the maintenance division.

Starting with the FY 2025 budget, CyRide's State of Iowa revenue source is expected to increase by \$200,000. This increase would allow for the recommended changes to be included in the baseline budget and stay within a two-and-a-half percent increase to the local funding partners.

Service Improvements

CyRide is recommending expanding fixed route services on nights and weekends on three routes. Adding services to areas of the community not currently served by fixed routes would improve customer service and help advance equity. These improvements would also help build the infrastructure needed to implement a potential fareless option in the future. If approved by the Transit Board, CyRide would look for grant opportunities to help reduce the local funding required to support these service improvements.

#6 Brown Route: The #6 Brown Route provides service to the Research Park area Monday through Friday until approximately 8:00 p.m. After 8:00 p.m., the Brown Route ends at the Towers, and customers wanting service to this area would need to walk or find alternative transportation. This area has many large employment centers, a medical center, a fitness center, and several large housing complexes. Expanding service to this area would allow us to better meet the needs of this portion of the community.

Extend the current bus route to Research Park until approximately 10:30 p.m.

Estimated Annual Cost: \$5,000

#9 Plum Route: The #9 Plum route does not operate on weekends. Over the last five years, CyRide has received numerous customer comments requesting additional service in this area on weekends. There has also been a significant increase in commercial development in this area, with several large housing complexes, numerous retail stores, a movie theater, and restaurants slated for development. Increasing service in this area would positively impact accessibility and enable passengers to use the bus to visit these commercial destinations on weekends.

Add one bus on weekends with 40-minute service until approximately 10:00 p.m.

Estimated Annual Cost: \$81,760

#11 Cherry Route: The #11 Cherry route does not operate on weekends. Customers wanting service west of South Dakota on Mortensen must walk to South Dakota to meet the #1 Red bus. Over the last five years, CyRide has received numerous customer comments requesting additional service on weekends for #11 Cherry. Additionally, a new high-density residential development area is expected to be added to this area, including single-family housing, townhouses, and apartment buildings. Increasing service on #11 Cherry would positively impact accessibility and enable transit-dependent individuals to use the bus easily on weekends.

Add one bus on weekends with 40-minute service.

Estimated annual cost: \$74,090

Staffing Change

Mechanic: CyRide is recommending adding a Mechanic FTE. The number of these positions in the maintenance division has not changed since 2014. Currently, CyRide has 91 buses and eight support vehicles. Since 2014, CyRide has added electric buses to the fleet and additional equipment to each vehicle. As vehicle powertrain equipment becomes more energy efficient, the maintenance division has been challenged with a shorter expected service life when compared to older vehicles.

The transit industry uses benchmarks to determine appropriate staffing levels within a transit agency's maintenance division. These are shown below, along with CyRide's metric for each item.

Measurement	Industry Standard ¹	CyRide*
Vehicle Hours per Mechanic	1 mechanic / 14,732 hours	1 mechanic / 24,802 hours
Buses per Mechanic	1 mechanic / 7.3 buses	1 mechanic / 18.2 buses

*Based on FY 2023 quarterly report

CyRide mechanics are responsible for maintaining more than twice the number of buses and nearly double the annual vehicle operating hours compared to the average for peer agencies. A substantial amount of additional equipment is now required on buses to increase vehicle efficiency, reduce emissions, improve vehicle monitoring, and support customer expectations. This increase in complexity has led to work orders taking more time to be completed and has stretched the workforce to capacity. Adding another mechanic position to the maintenance division would help alleviate this situation.

Estimated Annual Cost: \$89,000

This is a discussion item, and staff is seeking board input on the customer service requests and staff recommendations. If the Transit Board indicates interest in changes, these improvements would be included in the baseline budget discussions in December.

¹ TCRP report Maintenance Technician Staffing Levels for Modern Public Transit Fleets (2016)
<https://nap.nationalacademies.org/catalog/21925>

September 21, 2023
Annual Transit Asset Management Plan –
Performance Measures and Targets Update
CyRide Resource: Shari Atwood

BACKGROUND:

CyRide is required to update and submit Transit Asset Management (TAM) plan performance measures and targets annually, demonstrating how CyRide will operate, maintain, and improve its public transit assets. Beyond meeting the regulation requirements, having the fleet in a State of Good Repair (SGR) supports CyRide’s highest priority, safety, and is critical to our ongoing success. Prioritizing safety standards and practices allows CyRide to continue providing dependable, efficient, and accessible services that exceed passenger expectations.

Useful Life Benchmark Information

The Federal Transit Administration (FTA) classifies revenue and non-revenue vehicles utilizing a useful life benchmark (ULB) performance measure. The ULB estimates how many years a vehicle can be in service and maintain an SGR. This process lays the groundwork for identifying CyRide’s replacement priorities for capital equipment and facilities. The FTA has identified default ULBs, with the option for transit agencies to set their own thresholds. Listed below are the ULB ages for each asset class category for the FTA and CyRide. Facility conditions are rated based on the Transit Economic Requirements Model (TERM) scale.

Asset Class / Category	FTA ULB / TERM Scale	CyRide ULB / TERM Scale
40' - 60' Buses	14	15
Cutaways (Minibuses)	10	8
Shop Trucks	10	10
CyRide Admin / Maintenance Facility	3.0 TERM Scale	3.0 TERM Scale
Intermodal Facility	3.0 TERM Scale	3.0 TERM Scale

CyRide has two asset categories where the ULB differs from the FTA.

- 40' - 60' Buses:** CyRide operates its large bus fleet beyond the FTA-recommended ULB age due to funding limitations. Following consultation with the Transit Board, CyRide increased the ULB to reflect an older fleet age than the FTA default. However, significant differences from the FTA defaults need to be justified; thus, a substantial difference in the ULB is not recommended, even though CyRide typically retires vehicles when they reach 20+ years of age.

- **Cutaways:** Funding for CyRide’s cutaway fleet is typically provided through the Iowa DOT’s competitive process, the Public Transit Management System (PTMS). FTA’s ULB is ten years. The Iowa DOT has set a cutaway ULB of eight years within the Statewide TAM Plan. Therefore, CyRide has lowered the cutaway ULB to compete with other Iowa transit agencies for replacement.

Status of FY 2023 Performance Targets

Under the TAM plan, four performance measure categories are used to determine the SGR. CyRide uses only three of these categories. CyRide is also required to annually update performance measures and report TAM targets to the National Transit Database (NTD).

- **Rolling Stock** – Revenue vehicles, including most CyRide vehicles (cutaways, 40’ heavy-duty buses, and 60’ articulated buses).
- **Equipment** – Non-revenue support service and maintenance vehicles over \$50,000 in acquisition value with an expected life of at least one year, including maintenance trucks and maintenance equipment meeting this value.
- **Facilities** – Maintenance and administrative facilities, 601 N. University Blvd., and the Ames Intermodal facility at 129 Hayward Ave.; facility conditions are required to be calculated every four years.

As indicated in the table below, CyRide is making progress in updating its large bus and cutaway fleets.

Asset Class / Category	ULB	2022			2023			2023 Perf. Target
		Vehicles Beyond ULB	Total Vehicles in Fleet	Beyond CyRide ULB	Vehicles Beyond ULB	Total Vehicles in Fleet	Beyond CyRide ULB	
40’ - 60’ Buses	15	29	83	35%	22	83	27%	27%
Cutaways	8	2	9	22%	2	9	22%	0%
Shop Trucks	10	0	2	0%	0	2	0%	0%

Large Buses: CyRide met its 27% FY 2023 target as projected. CyRide received and replaced eleven buses over the past year (eight large 40’ heavy-duty buses, one articulated 60’ heavy-duty bus, and two 40’ heavy-duty battery electric buses). Twenty-two large buses will exceed the ULB of 15 years at the end of FY 2023.

Cutaways: Due to supply shortages, there were significant cost increases over the past year, and bus manufacturers informed the Iowa DOT that they could no longer meet their initial pricing through the state bid. The Iowa DOT reallocated funding to provide additional support for existing contracts throughout the state. As a result of this procurement work, the low-floor cutaway buses were not purchased until July 2023. Therefore, CyRide did not meet the 0% target set for the cutaway fleet in FY 2023, and 22% remains past its ULB. Three cutaway buses are currently on order, with delivery expected by the end of FY 2024.

Shop Trucks: CyRide met its target of 0% of the fleet past the ULB for FY 2023, and no work was needed in FY 2023 within this asset category.

Updated Performance Targets for FY 2024

The TAM plan and performance targets are required to be shared with the Ames Area Metropolitan Planning Organization (AAMPO) for inclusion in the Metropolitan Transportation Plan and Transportation Improvement Plan. The Iowa DOT’s Public Transit Bureau, which recommends funding via PTMS, also requests this document. Therefore, future funding may be impacted if the TAM plan requirements are not completed.

CyRide recommends the performance targets in the following table for FY 2024. CyRide anticipates receiving zero new large buses during FY 2024. CyRide will sell one older vehicle that is past its useful life and beyond repair to reduce the fleet to 82 large buses, leaving 22 (27%) in the fleet past their ULB for FY 2024. CyRide will begin the procurement process for two diesel buses, two articulated buses, and three battery-electric buses this fall.

For the cutaway fleet, CyRide will replace three of the nine cutaways in FY 2024 with new low-floor buses, resulting in zero buses being past the ULB of 8 years. Buses in this category will not age past the ULB again until 2030.

Facilities are rated on FTA’s Transit Economic Requirements Model (TERM) Scale, with 5.0 as the highest rating and 1.0 being the lowest. A 3.0 rating means the facility has not exceeded its useful life. Any score below 3.0 signifies that a facility needs repair or replacement and has exceeded its useful life. Facilities conditions are required to be calculated every four years. CyRide’s target for its two facilities is that 0% of the facilities rate under 3.0 on the TERM scale. An analysis of the Admin/Maintenance facility and the Intermodal facility has been performed, and both facilities have rated a 4.0 on the TERM Scale.

Asset Category	Asset Class	CyRide ULB/TERM Scale	Assets Exceeding ULB/TERM	2024 Perf. Target
Rolling Stock	40' - 60' Buses	15	27%	27%
	Cutaways	8	22%	0%
Equipment	Shop Trucks	10	0%	0%
Facilities	Admin/Maintenance Facility	3.0 TERM	0%	0%
	Intermodal Facility	3.0 TERM	0%	0%

CyRide has updated its TAM plan performance targets for 2024 – 2028, as shown in the following table. The performance measures/targets for FY 2024 were developed using the programmed FY 2024 Capital Improvements Plan (CIP). Years 2025 – 2028 performance targets were determined based on Transit Board-approved grants and planned programmed capital replacement in the five-year CIP. CyRide intends to replace zero large buses in FY 2024, seven in FY 2025, and three in FY 2026. In FY 2027 and FY 2028, CyRide estimates that seven buses and five buses, respectively, will be replaced through the state DOT process. CyRide anticipates replacing 22 large buses over the next five years in total.

At the same time CyRide is replacing buses, an additional 25 large buses will reach the ULB threshold over the next five years, increasing the targets back to 31% by the end of this plan. Altogether, CyRide will add another 12 large buses past their ULB in 2025 and 13 more in FY 2027.

To lower out-year performance targets, CyRide anticipates that future requests for discretionary grants directly from the FTA will be necessary. It is recommended that these discretionary grant requests target low or no-emission buses to improve the chances of approval.

Asset Category	Asset Class	Current Fleet/Facility Exceeding ULB	2024 Perf. Target	2025 Perf. Target	2026 Perf. Target	2027 Perf. Target	2028 Perf. Target
Rolling Stock	40' - 60' Buses	27%	27%	34%	30%	38%	31%
	Cutaways	22%	0%	0%	0%	0%	0%
Equipment	Shop Trucks	0%	0%	0%	0%	0%	0%
Facilities	Admin./ Maint. Facility	0%	0%	0%	0%	0%	0%
	Intermodal Facility	0%	0%	0%	0%	0%	0%

ALTERNATIVES:

1. Approve CyRide’s recommendation to establish the FY 2024 Transit Asset Management (TAM) plan performance targets to submit to the Federal Transit Administration (FTA) and submit the overall TAM plan to the Ames Area Metropolitan Planning Organization (AAMPO) as required.
2. Direct staff to proceed according to Transit Board priorities.

RECOMMENDATION:

The Transit Director recommends approval of Alternative #1 to approve the FY 2024 TAM plan performance targets for each FTA-required asset class/category and submit the overall TAM plan to the AAMPO. Approval of this alternative will allow CyRide to meet its federal obligations and help guide future capital need assessments.

September 21, 2023

Amendment to Transit Advertising Contract

CyRide Resource: Barbara Neal

BACKGROUND:

On July 31, 2022, CyRide entered a transit advertising contract with Houck Advertising of Shoreview, MN. The contract period is through June 30, 2025, with the possibility of two additional twelve-month renewal periods.

To simplify the existing advertising standards and provide consistent messaging to the general public, CyRide would like to amend the contract. The requested update would require all future advertising media to include the disclaimer “CyRide does not endorse this ad” in a legible size and font, regardless of the advertisement content. The requested amendment does not alter any other section of the existing contract.

Houck Advertising is in agreement with the proposed contract amendment language. The amendment has been reviewed by the Legal Department and is attached to the board packet.

ALTERNATIVES:

1. Approve an amendment to the Transit Advertising contract to include a disclaimer stating “CyRide does not endorse this ad” on all advertisements.
2. Direct staff to proceed according to Transit Board priorities.

RECOMMENDATION:

The Transit Director recommends approval of Alternative #1, to approve the amendment to the transit advertising contract. Doing so will add consistency and clarity to our fleet and make it visually clear that CyRide does not endorse any advertisements.

Amendment to Transit Advertising Contract

THIS IS AN AMENDMENT made by and between CyRide and Advertising Contractor upon the following terms and conditions:

- 1 Definitions. When used in this Amendment, unless otherwise required by the context:
 - 1.1 "CyRide" means the Ames Transit Agency, an administrative agency established by the City of Ames, Iowa.
 - 1.2 "Advertising Contractor" means Houck Transit Advertising with offices located in St. Paul, Minnesota.
 - 1.3 "Agreement" means the Transit Advertising Contract presently in force between CyRide and Advertising Contractor dated June 28, 2022, governing the exclusive, but revocable, advertising rights granted to Advertising Contractor over the interior and exterior spaces upon CyRide's bus fleet.
 - 1.4 "Amendment" means this instrument as signed by the Sellers and Buyers.

- 2 Amendment. The Agreement is hereby amended by adding to **Section 6 – CyRide Requested Changes** the following new paragraph:

Notwithstanding any other contractual provision, Advertising Contractor shall require that all advertisements displayed on the CyRide bus fleet shall contain the following printed disclaimer in the lower left- or right-hand corner of the advertisement in a legible font:

CYRIDE DOES NOT ENDORSE THIS AD

The parties agree that CyRide shall not be required to display any advertisement that does not contain this disclaimer or if said disclaimer is not sufficiently legible. The parties further agree that this change does not affect the Advertising Contractor's costs or expected revenues and no adjustment to the minimum annual guarantee shall be made.

- 3 Continued Full Force. The Agreement shall continue to have full force and effect in accordance with the terms thereof, subject, however, to this Amendment.

IN WITNESS OF THIS AMENDMENT, CyRide and Advertising Contractor have signed their names below on September 21, 2023.

AMES TRANSIT AGENCY (a/k/a CYRIDE)

By: _____
SIGNATURE
Bronwyn Beatty-Hansen

NAME PRINTED
Board of Trustees President

TITLE OF AUTHORIZED SIGNER

HOUCK TRANSIT ADVERTISING

By: _____
SIGNATURE
Justin Houck

NAME PRINTED
President, Houck Transit Advertising

TITLE OF AUTHORIZED SIGNER

September 21, 2023
Award of Contract for On-Call Concrete Services
CyRide Resource: James Rendall

BACKGROUND:

CyRide has a continual need for concrete and masonry construction services to maintain the facility and bus stops throughout the city in a state of good repair and to construct additional surfaces where required. These projects are generally small and include, but are not limited to, the construction, replacement, or repair of bus stops, pads, sidewalks, and parking lots. Collecting bids for each of these small projects is administratively intensive; thus CyRide has historically relied upon an on-call concrete services contract to perform work. Bidding an on-call contract establishes a qualified vendor and reduces administrative costs for these projects.

On August 21, 2023, CyRide, in coordination with the Purchasing Department, released Invitation to Bid (ITB) #2024-038 for CyRide’s On-Call Concrete Contract. Bids were due on September 12, 2023. One bid was received from Pillar Inc. of Ames, Iowa, and is summarized below, with the complete bid tabulation attached to the board packet.

Description	Cost
New Bus Stop Pad	\$30 / SF
Bus Stop Pad Replacement	\$50 / SF
4" Standard Sidewalk Replacement	\$50 / SF
Driveway or Parking Lot Replacement – 4" Thickness	\$60 / SF
Driveway or Parking Lot Replacement – 6" Thickness	\$70 / SF
Driveway or Parking Lot Replacement – 8" Thickness	\$90 / SF
Curb and Gutter Replacement	\$120 / LF
Concrete Joint and Crack Caulking	\$20 / LF
Percent Increase Each Contract Renewal Period	5%

While the proposed pricing is higher than previous contracts, the pricing is in line with recent bids CyRide has received for similarly sized projects. CyRide currently has \$125,000 programmed into the FY 2024 Capital Improvements Plan.

To maintain continuity with fiscal years, the initial contract period is from October 2, 2023, through June 30, 2024, with an option to renew the contract for four additional twelve-month periods.

ALTERNATIVES:

1. Approve award of contract to Pillar of Ames, Iowa, for the period of October 2, 2023, through June 30, 2023, with up to four additional 12-month renewal periods.
2. Direct staff to proceed according to Transit Board priorities.

RECOMMENDATION:

The Transit Director recommends approval of Alternative #1, to enter into a contract with Pillar Inc. of Ames, Iowa, for On-Call Concrete services. It will allow us to repair, replace, and upgrade concrete as needed to maintain accessibility, passenger safety, and respond to community feedback.

Event Number 2024-038
Event Title On-Call Concrete Contract for Ames Transit Agency
Event Description The City of Ames (City) is accepting bids for on-call concrete contracting services for the Ames
Event Type ITB
Issue Date 8/21/2023 09:07:00 AM (CT)
Close Date 9/12/2023 02:00:00 PM (CT)

Organization City of Ames Purchasing
Workgroup Purchasing
Event Owner Amanda Moore
Email amanda.moore@cityofames.org
Phone (515) 239-5183
Fax

Line #	Description	Mfgr	Mfgno	QTY	UOM	Estimated	Pillar Inc	
							Total Price	\$490.00
							Unit	Extended
1	UNIT PRICES			1	EA			
2	New Bus Stop Pad InstallationStandard Finish 4" Thickness			1	EA		<u>\$30.00</u>	\$30.00
3	Bus Stop Pad ReplacementStandard Finish 4" Thickness			1	EA		<u>\$50.00</u>	\$50.00
4	4" Standard Sidewalk Replacement			1	EA		<u>\$50.00</u>	\$50.00
5	Driveway or Parking Lot ReplacementStandard Finish 4" Thickness			1	EA		<u>\$60.00</u>	\$60.00
6	Driveway or Parking Lot ReplacementStandard Finish 6" Thickness			1	EA		<u>\$70.00</u>	\$70.00
7	Driveway or Parking Lot ReplacementStandard Finish 8" Thickness			1	EA		<u>\$90.00</u>	\$90.00
8	Curb & Gutter Replacement(12-18" parking lot curb & gutter typical)			1	EA		<u>\$120.00</u>	\$120.00
9	Concrete Joint and Crack Caulking			1	EA		<u>\$20.00</u>	\$20.00
10								
11	Percentage Increase per year, if applicable			1	EA		5.0%	

September 21, 2023

Award of Contract for Automatic Transmissions

CyRide Resource: James Rendall

BACKGROUND:

CyRide purchased fifteen 40' heavy-duty buses in 2010 equipped with Voith DIWA automatic transmissions. These vehicles are now thirteen years old, with an average mileage of over 340,000 miles, and some are showing signs of excessive transmission wear. At the Transit Board meeting on August 17, 2023, the board approved an award of contract for three replacement bus engines on units 126, 127, and 128. During the engine replacement process, the transmission is removed. The maintenance department is recommending replacing the transmission at the same time the engine work is being performed, which would lower overall labor costs to the organization and prevent future service disruptions due to a road call.

Maintenance personnel have researched replacement and repair options and determined that purchasing a rebuilt transmission through Voith's X-Change program is the best option. Rebuilt transmissions are completely disassembled and rebuilt with new parts by the manufacturer, providing a like-new transmission with a two-year warranty. Given CyRide's specific powertrain setup, a hydrodamp will need to be purchased with each transmission, and each electric control unit (ECU) will need to be reprogrammed. Pricing for the X-Change transmission is shown below for three buses.

Item	Cost Per Bus	Total Cost
X-Change Transmission	\$10,475.00	\$31,425.00
Core Charge	\$9,250.00	\$27,750.00
Hyrodamp	\$2,061.58	\$6,184.74
ECU Reprogramming	\$300.00	\$900.00
Total Cost	\$22,086.58	\$66,259.74

The core cost charge will be refunded to CyRide when the used transmission is returned. After discussing procurement options with the Purchasing Department, it was determined that formal bid-letting procedures were not required for this purchase. CyRide currently has the funding for these transmissions programmed into the parts budget, which will not exceed the budgeted amount.

ALTERNATIVES:

1. Approve award of contract for the purchase of three automatic transmissions to Voith Turbo Inc. of York, Pennsylvania, for a total cost of \$66,259.74.
2. Direct staff to proceed according to Transit Board priorities.

RECOMMENDATION:

It is the recommendation of the Transit Director to approve Alternative #1. Replacing the existing transmissions in these buses will allow CyRide to maintain reliable service and take advantage of time efficiencies. It will also help keep these vehicles in a state of good repair as required by the Federal Transit Administration.



September 21, 2023

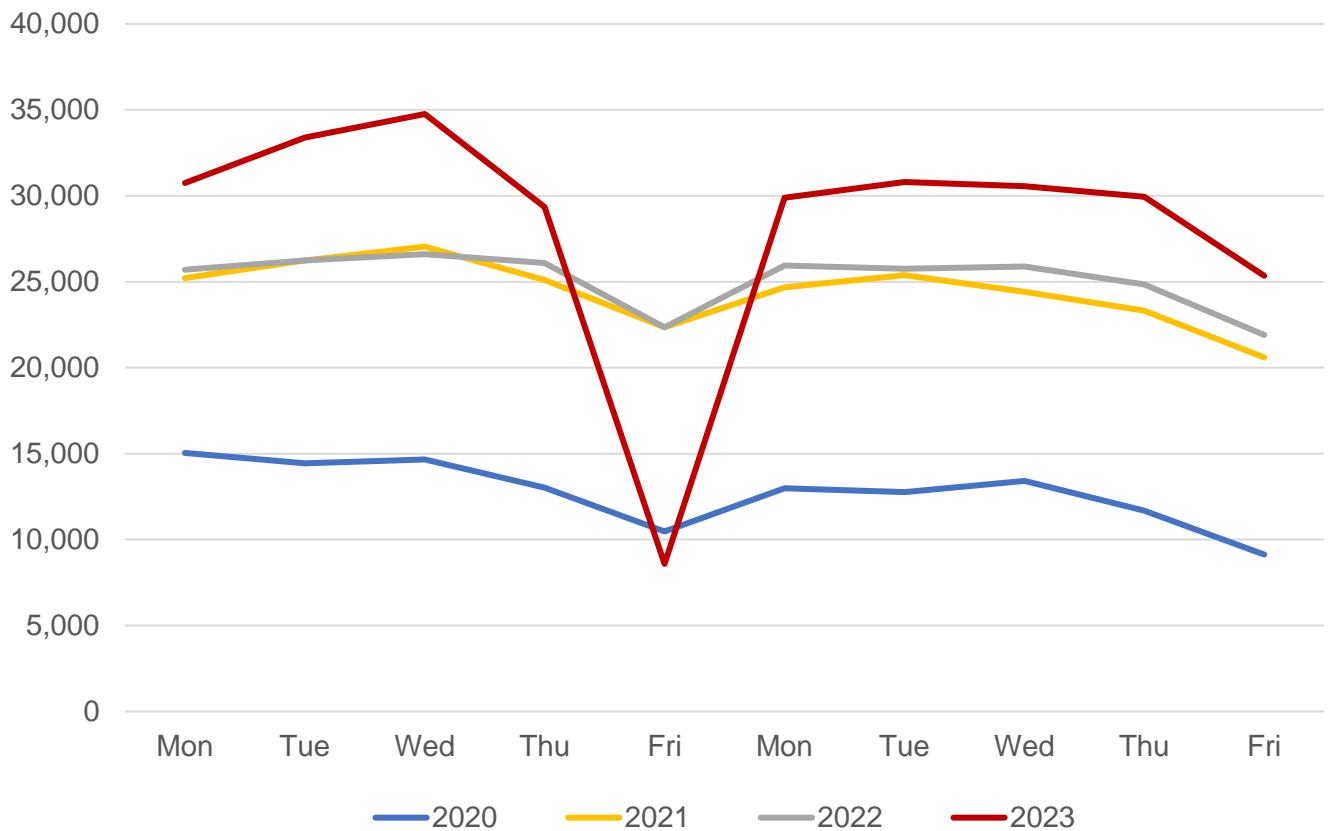
Monthly Report

CyRide Resource: Barbara Neal

1. Ridership Statistics – First Two Weeks of Fall Semester

The beginning of the fall semester has seen significantly higher ridership than last year. Discounting the ridership disruption on Thursday and Friday of the first week of classes, ridership is up 22.7% over the same period from 2022. The graph below shows the first two weeks of daily ridership this semester, compared to the previous three years.

First Two Weeks of Ridership: 2020 - 2023



Ridership during the first two weeks of the semester does not follow typical patterns because passengers are new to the system and are still learning their class schedules. After this time, passenger choices regarding routes and trips become more stable. CyRide will continue to monitor ridership and report any significant changes to the Transit Board.

2. ISU Enrollment

Iowa State University announced that total fall enrollment is 30,177 students, up slightly from last year's enrollment of 29,969. There was an increase in new student enrollment this year to 8,715 students. Enrollment significantly impacts CyRide operations, and staff will adjust internal projections based on this new data.

3. 2023 - 2024 ISU Student Fees and Trust Fund Balance

CyRide has begun the budget process with an analysis to identify the 2023 - 2024 student fee rate necessary to operate service next year. CyRide plans to meet with the student board members to discuss the preliminary Student Government (SG) Trust Fund balance and fee increase options. The Special Student Fee Committee, which recommends fee increases to the Iowa State President, is expected to meet in October.

The following assumptions are being used to model the SG Trust Fund in future years:

- Baseline Inflation Rate – CyRide's FY 2024 budget rate increase is still being considered, but projections will be a low percentage increase for the SG and an annual baseline inflation rate between 3% and 3.5% per year.
- Trust Fund Balance - The fund has a target goal of maintaining 10% of the SG budget commitment to CyRide in the Trust Fund to smooth out student fee rates during periods when enrollment decreases.

CyRide will have a better estimate of fee revenues following the Special Student Fee Committee meeting and will bring additional information to the Transit Board at a future meeting.

4. Destination Iowa State and WelcomeFest

CyRide was at the Hilton Coliseum parking lot for Destination Iowa State to help welcome another large incoming freshman class. CyRide gave away promotional materials and helped students learn how to ride the bus from where they live and get to popular destinations. It was an excellent opportunity to familiarize students with CyRide and help make everyone comfortable about riding the bus this fall.

CyRide was also at WelcomeFest and helped at the City of Ames booth. Students talked to city representatives to earn chips that could be turned in for a T-shirt with things to do or see around town: "Ride CyRide off campus" is still the first item on the shirt!

5. EASE Service

Since May 2018, CyRide's East Ames Service Extension (EASE) has provided connections for passengers traveling between the City Hall transfer point and areas east of Duff Avenue, including the DMACC Hunziker Center. EASE operates as a curb-to-curb bus route, with passengers being picked up and dropped off at any safe location within the service zone.

To improve the quality of service, in January 2023, CyRide began operating EASE using The Routing Company's Pingo software platform. This system allows passengers to self-schedule trips on EASE via the Ride Pingo app, with those rides being automatically assigned to the bus without intervention by CyRide dispatchers. Passenger response to the changes has been very positive, with EASE experiencing a 42% increase in ridership year-to-date since the introduction of Pingo. The Routing Company also noted that CyRide's service is currently ranked first in the United States for rider feedback on its platform.

6. Midwest Transit Conference

Shari, Chris, and I attended the Midwest Transit Conference in Kansas City, Missouri, on September 6-8, 2023. This conference brings together transit agencies from Kansas, Missouri, Nebraska, and Iowa. Various topics were discussed, from mobility management to technical assistance. CyRide was recognized by FTA leadership several times, including by FTA Deputy Administrator Veronica Vanterpool, who spoke about CyRide's automatic passenger counter (APC) project. CyRide also received two awards from the FTA Region 7 team. The first was for receiving zero deficiencies in the FTA's Triennial Review, and the second was for the highest urban ridership among transit systems with populations less than 200,000 in Iowa. These two awards were presented by Mokhtee Ahmad, the Region 7 administrator, who is retiring in December after serving in the position for 25 years.