

AMES TRANSIT AGENCY BOARD OF TRUSTEES
CYRIDE CONFERENCE ROOM

September 20, 2017

1. CALL TO ORDER: 8:00 A.M.
2. Approval of August 24, 2017 Minutes
3. Public Comments
4. Transit Advertising Presentation – Houck Transit Advertising Co.
5. Change in Accounting Procedures
6. CyRide Roof Repair – Project Closeout
7. Maintenance Truck Equipment Purchase
8. Transit Director's Report
9. Set Fall Semester Meeting Times and Place:
 - October 19, 2017, 8:00 AM
 - November 16, 2017, 8:00 AM
 - December 7, 2017, 8:00 AM
10. Adjourn

AMES TRANSIT AGENCY BOARD OF TRUSTEES

AMES, IOWA

August 24, 2017

The Ames Transit Agency Board of Trustees met on August 24, 2017 at 8:00 a.m. in the CyRide Conference room. President Haila called the meeting to order at 8:04 a.m. with Trustees Nelson, Gregory, Schainker, Valentino, Haila and Bibiloni present.

Approval of June 28 and August 7, 2017 Minutes: Trustee Gregory motioned to adopt the June 28 and August 7, 2017 transit board minutes as presented. Trustee Nelson seconded the motion. (Ayes: Six. Nays: None.) Motion carried.

Public in Attendance: Andy Alexander with CIT Transportation.

Public Comments: No public comments were received by those in attendance. Director Kyras directed the transit board to the email communication handout provided to board members from Mr. Ward regarding feedback on CyRide's S. 16th service.

CyRide Security System – Project Closeout: Director Kyras said CyRide staff worked with several contractors over the summer to complete repairs to CyRide's facility and that one project was ready to close out - security system project. She briefly explained the final documents needed and indicated that all requirements had been met by the contractor, allowing for the 5% retainage fee of \$3,047.77 to be considered for payment.

Trustee Valentino made a motion to accept final completion and approve final payment in the amount of \$3,047.77 to Electronic Engineering for completion of the Ames Transit Agency's security system. Trustee Gregory seconded the motion. (Ayes: Six. Nays: None.) Motion carried.

State Grant Application New Buses: Director Kyras provided a brief summary of the informal board member discussion held during the special August board meeting regarding the State Urban Bus Grant. She indicated that the federal government released a notice of grant opportunity in July 2017 for the Bus and Bus Facilities Program, with grants due on August 25, 2017. Director Kyras indicated that the Iowa Department of Transportation had committed to submitting two applications, one for rural and one for urban transit systems, and indicated that CyRide had been invited to be part of the urban grant. She stated that to be part of the grant, the board would need to take formal action on the number of buses to be included for CyRide and provide a financial commitment to their local match. She indicated that CyRide currently had \$256,000 in new and used bus dollars programmed in the Capital Improvement Plan over the next two year period, prior to when new buses could be delivered. She then recapped the one, three, five and eight new bus purchase options and indicated that staff's recommendation was for the commitment of five new buses for the a local share commitment of \$359,400. This would require commitment of \$102,520 from the

2016-2017 closing balance above 10%. She indicated that this balance was estimated at \$400,000, with \$92,000 previously committed by the board to the bus turnaround at Storm and Welch. This would leave \$212,250 of that balance remaining for other board priorities if the \$102,520 was committed to new bus purchases and a federal grant was awarded for five buses.

Trustee Schainker asked whether the application contained used buses and Director Kyras confirmed that it did not.

Trustee Schainker made a motion to approve and commit \$359,400 in local match for five buses in the Iowa Department of Transportation's urban bus grant, if awarded a federal grant for replacement of buses. Trustee Gregory seconded the motion. (Ayes: Six. Nays: None.) Motion carried.

Federal Operating Grant Application: Director Kyras briefly summarized the process for receiving federal operating funds, indicating that it was an annual process once each transit system's allocation was released. She indicated that CyRide's share was \$2,001,816, which was \$1,816 higher than was included for this revenue source in the 2017-2018 budget.

Shari Atwood, CyRide's Transit Planner, explained the two funding programs that comprise the total federal operating funds. She indicated that the first program is based on population and population density and provides \$1,046,626 of the total funds. She indicated that the second program, called Small Transit Intensive Cities (STIC), is based on how efficient CyRide is compared to larger transit systems serving populations of 200,000 to 999,999. She indicated that CyRide received \$955,190 from this program based on achieving five of the six STIC performance criteria due to its performance being better than transit agencies serving larger communities. She also indicated that CyRide had met five of the criteria for at least the last five years and that the six criteria would most likely not be achievable by CyRide.

Trustee Gregory asked if there were other options on how to expend the federal dollars in CyRide's budget. Director Kyras indicated that the federal funds could be used for operating or capital purposes, but that it was administratively easier for CyRide/FTA to apply them to CyRide's operating expenses. She indicated that if the funds were applied to capital projects it would take longer to close out the grant and CyRide would need to increase its funding on the operating side to replace the loss of federal funding.

Trustee Schainker asked as to which budget year the funds would be applied. Director Kyras indicated that the \$2,001,816 in federal funding would be applied to the 2017-2018 CyRide budget.

Trustee Gregory shared that Iowa State University had experienced multiple years of enrollment growth, but that it was beginning to see enrollment plateauing. She asked that in light of this changing trend, how ridership and the STIC funds CyRide receives

might be affected. Director Kyras stated that CyRide has firmly achieved all five of the STIC categories in recent years and that its ridership would have to drop significantly to reduce the number of criteria received. Shari Atwood indicated that CyRide achieved one less criteria between 2008 and 2010. Director Kyras indicated that this occurred when CyRide's ridership was around 5 million rides.

Trustee Schainker made a motion to authorize the Transit Director to execute and file a Section 5307 grant application in the amount of \$2,001,816 to the Federal Transit Administration. Trustee Gregory seconded the motion. (Ayes: Six. Nays: None.) Motion carried.

ICAAP Grant Application: Director Kyras provided a brief history of past Iowa Clean Air Attainment (ICAAP) applications, indicating that CyRide had received additional funding (up to three years for several new services) that had been approved/funded by the board in budgets. She indicated that staff was seeking consideration of services to include in the newest round of ICAAP applications due to the Iowa DOT by October 2017.

Shari Atwood summarized the proposed application, indicating that staff recommended applying for the third and final year to support the #9 Plum route service at a total cost is \$266,225. She indicated the 80% ICAAP share would be returned to the students as it was funded with 100% of the funding paid for by the students at the time of its initial board approval.

Trustee Gregory asked if any of the System Redesign changes could be eligible for ICAAP funding. Director Kyras indicated that some services would be eligible and that staff would develop a recommendation for the 2018 ICAAP round of applications that would include these services, which could receive funding for the second, third and fourth years of these services.

Trustee Gregory made a motion to approve submission of an ICAAP grant application for \$212,980 for operating expenses on the #9 Plum route. Trustee Nelson seconded the motion. (Ayes: Six. Nays: None.) Motion carried.

System Redesign S. 16th Street Service: Director Kyras shared staff's concern with an unanticipated impact of the approved System Redesign Plan on S. 16th Street. Specifically, she indicated that with the approved plan, the #9 Plum route was a school – year only service and with the elimination of the #4/#4A service this would leave summer and school break times without service in this area of the community. Further, she indicated that service along S. 16th Street serves lower-income individuals at the Laverne apartments and the mobile home park. She indicated that residents would need to walk to S. Duff or the hub at the Iowa State Center to access CyRide services.

Director Kyras indicated that staff had developed three possible scenarios to address this issue – increase operating expenses/realign budget, reduce approved service or no change in the approved plan. She explained that the first option would adjust budget line items to fund the summer/break time service by reducing health care costs in the 2018-2019 budget that staff believes can be lowered based on recent experience in this line item. This decrease would be offset by an equivalent increase in operating costs to pay for the additional service on the #9 Plum route. The cost to operate this service at a 60-minute service level during the summer/break period is estimated to be \$58,000 per year.

Trustee Schainker asked for clarification on the cost of this service and how it might relate to the potential saving next year if the ICAAP application creates a budget savings of \$212,000. Director Kyras indicated that the costs would be actual if the board approved the service revision to the System Redesign Plan and the ICAAP funding was a possibility. Trustee Schainker asked for clarification on who paid for the school year #9 Plum route. Director Kyras indicated that the students paid for one bus and CyRide (all three funding partners) paid for the second bus on the route. She indicated that the ICAAP application was for the student-funded bus.

Trustee Gregory asked if the summer/break cost of \$58,000 could be added to the 2017 ICAAP application. Director Kyras indicated that the standard protocol was for the transit board to approve the service and for CyRide to apply for the second, third and fourth years of the service. She indicated that it could be one of the ICAAP applications submitted in 2018.

Trustee Schainker suggested that the #9 Plum route summer/break service be paid for 50% by CyRide through a reduction in health care costs and the remaining 50% be paid for by the Student Trust Fund. He indicated this would mirror the way the service is currently funded on the #9 Plum route, with a combination CyRide/Student Trust fund dollars.

Trustee Gregory asked for clarification as to whether this service commitment was for one year or more. Director Kyras indicated that it would be part of the annual budget every year from this point forward, if the board approved the service improvement.

Trustee Haila shared his thoughts and concern that the consultant was not aware of this impact on the community at the time of their final recommendation. Further, he indicated that the transit board would not have approved the System Redesign Plan had it been aware of this impact. He felt strongly that the consultants needed to be made aware of this oversight on their part and Trustee Gregory agreed with President Haila.

Trustee Gregory shared her thoughts that she was in favor of allocating \$58,000 in funding from the Student Trust Fund if it was the board's desire to fund the summer/break period on the #9 Plum route. She indicated that if an ICAAP grant was

submitted for this service next year, that the funds could be returned to the Trust Fund at that time they are received.

Trustee Schainker suggested that the board fund the additional service by taking only 50% from the Student Trust Fund and the remaining 50% from CyRide's 2018-2019 budget, through a reduction in health care costs. Further, he indicated that if ICAAP funding was received that it could be shared back in these same percentages.

Trustee Gregory asked for clarification on the difference between proposed alternative #1 and #2. Director Kyras indicated that both alternatives would fund the service improvement, but the difference is when that decision is made. In Alternative #1, the board would decide at the current meeting and this would allow staff to complete its implementation and for the public to be aware that service would be available along S. 16th street during summer/breaks. Alternative #2 would not make that decision at the current meeting, but would include it as a budget option in December when the board had the full 2018-2019 budget information available.

Trustee Gregory made a motion to modify the approved System Redesign Plan to include break and summer service for the #9 Plum route and include this service in the 2018-2019 **baseline budget**. Further, that funding for this service improvement be paid for 50% from the Student Government Trust Fund and 50% from a reduction in health care costs in the 2018-2019 budget and, if this service is funded in a future grant, that the savings be shared in the same manner. Trustee Schainker seconded the motion. (Ayes: Six. Nays: None.) Motion carried.

Quarterly Operations Report: Director Kyras summarized CyRide's performance over the last quarter of the fiscal year (April – June 2017) and year-to-date as follows:

- **Ridership** - This is the first year CyRide has experienced a ridership decline in 11 years, -1.9%. She indicated that school year ridership was only slightly reduced when special event ridership was deducted. She indicated that the largest decreases were in Dial-A-Ride and Moonlight Express services.

President Haila asked if staff had any idea why Dial-A-Ride ridership is lower. Director Kyras said CyRide will have their biannual meeting with HIRTA staff next month to discuss ridership and will have the opportunity to address this question at that time. Director Kyras provided a few examples of how this ridership level could have occurred and indicated that "typical" ridership on this service generated between 10,000 and 12,000 trips each year.

President Haila asked how often CyRide staff interacts with HIRTA about the service. Director Kyras replied that discussions occur in various ways - at conferences, when complaints are received, biannual meetings, through email and CyRide staff has begun completing ridechecks on their service.

President Haila indicating that CyRide expenses for Dial-A-Ride were trending lower and wanted to ensure that customers that need this service are getting a quality service. He indicated that this service is important to the community.

Director Kyras indicated that lower Moonlight Express ridership could be due to fewer students frequenting the Campustown area and that Uber is beginning to have an effect on this service. Trustee Gregory added that ISU's Safe Ride Program has also grown dramatically.

- **Accidents – Customer Comments** - Accidents and customer comments were lower for the year.
- **Farebox** - Farebox revenue was higher the last three quarters of the fiscal year; ending 2.1% higher.
- **Maintenance** - Major mechanical repairs are higher for the year, but have not impacted CyRide's operations. With the new emissions equipment required by the federal government, buses have experienced a higher frequency of mechanical failures. She indicated that with only one manufacturer for this equipment most likely this will be an on-going trend.
- **Interior of Buses Cleaned** - There is a slight decline in the number of bus interior's that were cleaned last year; however, buses on average were cleaned four to five times over the course of the year. There was a discussion on what level of cleaning is done on a daily basis versus the number reflected in the quarterly report, which represents deeper cleaning.

Trustee Gregory encouraged Director Kyras to provide information to her regarding CyRide challenges and she will submit these to the Iowa State Daily in light of the board's discussion on behaviors during the Moonlight Express service.

Transit Director's Report: Director Kyras provided the board with the following updates:

- **Communications** – Director Kyras shared the two letters that the board had requested be sent on their behalf regarding AmesNet and the Lincoln Way Corridor Plan.
- **System Redesign** – The Director shared the work that staff had been doing over the summer from bus stop/shelter analysis with 80 of the 400+ bus stops impacted, securing of a marketing firm and plans to have all materials prepared by January 1, 2018, to preparation of nine different schedules for the summer and fall changes. She also shared that minor schedule changes from the service approved in the System Redesign Plan were being planned to aid customers in using the system, so slight variances may occur from the plan approved by the board in April (i.e. – Changing the route number for the Peach route to #14, modifying the new Gold route to operate southbound through Schilleter Village on the weekends). Also, that all approvals for the turnaround had been completed and was proceeding according to schedule, that Target had agreed to

operating the Blue route across their property and that a video was being developed with a GoPro for drivers to become familiar with the new route.

Trustee Schainker asked Asst. Director of Operations, Barb Neal, about the two buses he saw at the Research Park at approximately 5:30 p.m. Barb Neal said she would look into this situation, but it could be due to the need to deliver a passenger to a stop on the Brown route on the last trip of the day.

Trustee Haila asked whether Mr. Ward's email to board members had been addressed. Director Kyras indicated that it had with the action the board took on the S. 16th Street agenda item. Board members requested that the Director respond to Mr. Ward on behalf of the board regarding this action.

Trustee Item: Trustee Schainker explained the process used to review the Director's performance and indicated that the board was pleased with her performance, which was a result of excellent staff work as well. He also recapped the goals the Director and board had developed for the 2016-2017 year, which included the following: an approved System Redesign Plan, addressing the driver shortage, managing changes needed for the Affordable Care Act, and labor negotiations. He briefly discussed the achievements in each of these areas.

Trustee Schainker then shared the Director's goals for the current year:

- Implement the System Redesign Plan
- Seek funding and approval for the Towers Turnaround
- Develop a plan to expand the facility, either at the existing or satellite site
- Coordinate an Affordable Care Act implementation policy with the City's Human Resources Department
- Work with the Department of Labor/Union
- Develop 2018 TAM Plan Performance Measures/Targets

Trustee Gregory shared that she believed transit board goals were needed regarding how CyRide should plan for future ridership levels. Further, she indicated that ISU was at the end of sustained enrollment increase period, which could impact CyRide's ridership. She encouraged focusing on increasing non-student ridership in the future, acknowledging that this was a challenge. Trustee Schainker indicated he agreed with her assessment. Director Kyras asked for further clarification of thoughts, asking if she envisioned a special board work session to discuss this topic or believed it should be added to a future board agenda and if there was specific data that would help the board develop this vision. Trustee Gregory shared her thoughts that the transit board would need data that she believed was already available, such as ridership numbers before the enrollment increase and ridership trends, as well as non-student population demographics, resident needs for new service and city development patterns. Trustee Gregory specifically indicated that it would be helpful to have information on where the city is expected to grow, enrollment projections, tuition forecasts, parking plans, etc. to

map out a plan for CyRide. The board then discussed a scenario where significantly lower ridership occurred and its impact on CyRide's ability to continue current service levels.

Trustee Gregory also shared her thoughts on ISU enrollment stating that she does not believe that enrollment will continue at past levels for several reasons – Iowa's K-12 student population is not growing, other colleges/university have adopted ISU's successful student recruitment program, and there are fewer international students due to national policy changes. She shared her concern on how this could impact CyRide in the future and urged the board to begin looking at this issue.

Trustee Bibiloni indicated that students had been discussing ISU's financial situation and its impact on tuition. He indicated that students were assuming that there would be no more state cuts and a constant funding level in the future.

Trustee Valentino shared that the predicted annual 7% tuition increase per year is creating a concern for students and indicated he believed this would deter students from coming to Iowa State University, citing that a college education is becoming very expensive. He agreed with the assessment of CyRide focusing on non-students in the future, which could increase revenue and temper the fluctuation created by student enrollment.

President Haila shared recent information he had learned about a situation where a university had experienced a 2,000 student enrollment decline and the struggles that then occurred within the community it resided in – building growth came to a halt, businesses were struggling, etc. He believes that CyRide needs to be proactive and address this issue and possibly even share its potential impacts with the legislature.

Trustee Gregory shared the current struggles that the funding is creating, such as staff retention. She also shared that CyRide needed to consider its competition – Uber, parking policies at ISU, etc.

Trustee Valentino shared his thoughts that CyRide will need to be more creative in the future, citing the Innovative Services zone and Safe Ride service as examples.

Set Meeting Times and Place:

- September 20, 2017 – 8:00 A.M.
- October 19, 2017 – 8:00 A.M.
- November 16, 2017 – 8:00 A.M.
- December 7, 2017 – 8:00 A.M.

Adjourn: Trustee Nelson made a motion to adjourn at 9:46 a.m. Motion seconded by Trustee Valentino. The motion was approved by consensus.

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees

FROM: Sheri Kyras

DATE: September 20, 2017

SUBJECT: Transit Advertising Presentation – Houck Transit Advertising Co.

BACKGROUND: At the March board meeting, CyRide’s Board of Trustees approved a three to five year contract (three year with two, possible one-year extensions) securing a firm to sell advertising on the interior and exterior of CyRide buses. Houck Transit Advertising was awarded the bid. With that bid, the guaranteed annual revenue from advertising sales increased from \$150,000 to \$250,000 per year, with 60% of the revenues being provided to CyRide.

INFORMATION: In discussions with Houck Advertising, there are additional opportunities to gain revenue that CyRide currently has not permitted/considered. Therefore, the advertising firm will provide a short presentation on these possibilities, as well as current advertising options as follows:

Current Advertising Methods:

- Description/Illustrations of current methods – interior and exterior bus boards, as well as handlebar ads
- Revenue potential

New Advertising Opportunities:

- Description/Illustrations of other types of advertising options utilized in the industry
- Recommendation regarding other types for CyRide to consider
- Revenue potential for recommended advertising

The balance for board members to consider is between maximizing non-governmental revenue versus the aesthetics of the buses operated within the community and interior “visual clutter” on the buses.

ALTERNATIVES:

1. Approve board-directed changes to the type of advertising allowed on CyRide buses.
2. Defer action to a future board meeting to take action, with direction on additional information to be prepared for board consideration.
3. Do not make any changes to the types of advertising sold on CyRide buses.

RECOMMENDATION:

The Transit Director recommends considering additional advertising options that complements CyRide's image, as opposed to competing with its image (i.e. full bus wraps as opposed to partial bus wraps) and advertising that does not overwhelm CyRide's riders, as additional non-local revenue will allow CyRide to meet current/future transit needs. All three alternatives could be viable options based on the vision board members have for CyRide transit advertising program.

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees
FROM: Sheri Kyras
DATE: September 20, 2017
SUBJECT: Change in Accounting Procedures

BACKGROUND: CyRide receives federal formula, operating funding each year once Congress has completed their Transportation Appropriations process. This can occur anytime between the fall and the following summer, depending on negotiations in Washington DC., which are trending later and later each year.

Until the year 2000, CyRide received rural operating funds from the State of Iowa from their statewide, rural, federal operating allocation. However, in 2000, the City of Ames population exceeded 50,000 and CyRide was no longer eligible for rural funds allocated by the State and instead received urban, formula operating funds directly from the Federal Transit Administration. With this transition, the Iowa DOT directed CyRide to delay the application of its urban funds until the next budget year, so that the agency did not receive both rural and urban funds in one year. CyRide has operated under this procedure since that time with a delay in the fiscal year the revenue is applied. For example, the federal fiscal year 2016 funds were applied to CyRide's fiscal year 2017 budget.

INFORMATION: The Auditor is currently reviewing the City of Ames financial records and, as an agency of the City of Ames, CyRide has provided information for this audit. The audit team has indicated that new guidance was provided this year regarding the need to match federal funds and expenses to the same year, which has resulted in CyRide's federal fiscal year allocation, just released in August 2017 of \$2,001,816, to be allocated to CyRide's last year's budget ending on June 30, 2017 and that the same procedure will be used in future years. **The result is that when Congress allocates the FFY18 funds, it will be allocated to CyRide's current year's budget, so that there will be no lapse in federal revenue; however, this change will impact CyRide's operating closing balance in a positive manner. Also, CyRide most likely will receive the funds after its budget year is over, with unknown, possible cash flow concerns.**

In August, prior to knowledge of this accounting change, CyRide and the City's Finance Department had identified CyRide's estimated operating closing balance (pre-audit) to be approximately \$1.4 million dollars, with an estimate of \$1 million dollars being the board-directed 10% level for this fund and approximately \$400,000 available to program for other

purposes. With this additional \$2 million dollars in last year’s budget, this raises the total balance to approximately \$3.4 million dollars, with \$1 million committed to the 10% level and \$2.4 million available to program for other purposes (see before and after audit changes tables below).

Before Audit Change

August’s 2016-2017 Closing Balance Estimate	\$1,448,219
Est. of Funds in Excess of 10% /Available for Other Purposes	\$407,270
Commitment to Bus Turnaround	\$92,500
Potential Commitment to Five New Buses in State Grant	\$102,520
Remaining Uncommitted Funds (Pre-Audit)	\$212,250

After Audit Change

September’s 2016-2017 Closing Balance Estimate	\$3,450,000
Est. of Funds in Excess of 10% /Available for Other Purposes	\$2,409,051
Commitment to Bus Turnaround	\$92,500
Potential Commitment to Five New Buses in State Grant	\$102,520
Remaining Uncommitted Funds (Pre-Audit)	\$2,214,031

Once the audit numbers for the 2016-2017 budget year are completed, CyRide will share the final operating closing balance number and the Transit Board can then determine if/how it might want to allocate these additional funds.

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees
FROM: Sheri Kyras
DATE: September 20, 2017
SUBJECT: CyRide Roof Repair – Project Closeout

BACKGROUND: CyRide included replacement of the roof over the original portion of CyRide’s building in its Capital Improvement Plan’s 2016-2017 budget year. The budget for this project is \$375,000.

CyRide’s Reroofing 2016 Project (Bid No. 2017-047) was released on September 28, 2016. Bid plans and specifications called for the replacement of a ballasted type roof covering older areas of the building. Academy Roofing & Sheet Metal of Des Moines, Iowa submitted the low base bid of \$278,500. A bid alternate to replace building skylights was also accepted. The total contract amount was \$307,000.

INFORMATION: The roof replacement work began in March 2017 and was substantially complete on April 21, 2017. Project closeout was delayed due to a replacement skylight that was backordered for several weeks and some minor leaks that needed to be repaired. The skylight has now been replaced and all leaks have been repaired to the satisfaction of CyRide staff, the A&E consultant, and the roofing manufacturer.

The following information details the original contract information, payments, remaining balance and retainage amounts.

Original Contract Base Bid Sum	\$278,500
Add Alternate Number 1 (New Skylights)	\$28,500
Total Contract Sum	\$307,000
Payment Made To-Date	\$291,650
Unpaid Balance – Retainage (5%)	\$15,350

All but the 5% retainage has been paid to-date.

As of September 13, 2017, all conditions of the contract were met by Academy Roofing & Sheet Metal. Therefore, with completion of the project, the project is ready for close out. Close out requirements, and the status of each, for the roof project are described as follows:

- **Punch-List Items** – All items contained in the contract have been completed to the architect’s satisfaction.
- **Operating and Maintenance Manuals** – CyRide has received all manuals required to maintain the roof and for repairs, as well as warranty information.
- **As Built Drawings** – CyRide has received all drawings from, as it was actually constructed/installed, as opposed to the original drawings.
- **Lien Waivers** – Academy Roofing & Sheet Metal has submitted all lien waivers as required.
- **Final Pay Application** –CyRide has received an invoice and will pay the balance for retainage of \$15,350.

ALTERNATIVES:

1. Accept final completion and approve the release of retainage in the amount of \$15,350 to Academy Roofing & Sheet Metal Company for the completion of the CyRide Reroofing 2016 Project.
2. Reject Alternative #1 and direct staff to modify the procurement to reflect Transit Board priorities.

RECOMMENDATION:

The Transit Director recommends approval of Alternative #1, accepting the CyRide Reroofing project as complete and releasing the retainage amount of \$15,350 to Academy Roofing & Metal Company. All conditions of the project contract have been satisfied and CyRide staff is satisfied with the completed work.

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees
FROM: Sheri Kyras
DATE: September 20, 2017
SUBJECT: Maintenance Truck Equipment Purchase

BACKGROUND: CyRide recently took delivery of a 2017 RAM 5500 service truck chassis. Since taking delivery, staff has been working to develop equipment specifications for the truck, so that it may perform multiple roles for the agency. The vehicle will be used for road calls to assist disabled buses, snow removal, applying salt and sand, and pushing buses around CyRide's facility. The vehicle will also be used for bus shelter maintenance. A custom equipment body specification was developed to meet this variety of uses required by the agency.

CyRide programs replacement of this maintenance truck every ten years in the Capital Improvement Program.

INFORMATION: A budget for the truck and equipment of \$75,000 was contained in the 2016-2017 budget year of the Capital Improvement Plan. However, after bids were received for the truck chassis at \$33,738, the total budget for the service truck/equipment was increased to \$85,000, which left \$51,262 to equip the service truck.

The equipment specification was distributed to prospective bidders on August 24, 2017 with bids due on September 6, 2017. One bid was received from Hawkeye Truck Equipment for \$59,672 as attached. Staff met with the only bidder to verify there were no errors in their bid. Staff also discussed rebidding the specification to improve pricing. It was decided that rebidding the specification would not likely result in significantly improved pricing given the specialized nature of the chassis up-fitting.

The budget deficit of \$8,410 will be addressed through a \$16,631.68 savings in the purchase of mobile lifts.

ALTERNATIVES:

1. Approve the purchase and installation of a custom built utility body, power V snowplow, custom fabricated push bumper, and material spreader package to Hawkeye Truck Equipment of Des Moines, IA for \$59,672.

2. Reject Alternative #1 and direct staff to modify the procurement to reflect Transit Board priorities.

RECOMMENDATION:

The Transit Director recommends approval of Alternative #1 to purchase the specialized equipment, service truck package from Hawkeye Truck Equipment, so that CyRide's maintenance truck can perform the various duties required by the Maintenance Division. CyRide has sufficient funds for this purchase.

BID FORM

The undersigned as bidder offers to furnish and deliver, F.O.B. Ames, Iowa, the vehicle and/or equipment specified herein per the City of Ames vehicle requirements.

QTY	DESCRIPTION	TOTAL COST
1 EACH	Multi-function Custom Built Utility Body	\$ 41,580.00
1 EACH	Snow Plow, Power V	\$ 8,325.00
1 EACH	Custom Fabricated Push Bumper	\$ 2,500.00
1 EACH	Material Spreader	\$ 7,267.00
GRAND TOTAL:		\$ 59,672.00

DELIVERY TIME: 90-120 DAYS A.R.O.

The undersigned bidder certifies that this bid proposal is made in good faith without collusion or connection with any other person or persons bidding on the work.

The undersigned bidder states that this bid proposal is made in conformity with the Contract Documents and agrees that, in the event of any discrepancies or differences between any conditions of this bid proposal and the Contract Documents prepared by the City of Ames, Iowa, the provisions of the latter shall prevail.

The prices quoted herein are exclusive of all taxes such as sales and use taxes. The City of Ames is exempt from the following taxes: State of Iowa Sales and Use Taxes by Certificate No. 85-499, and Manufacturer's Federal Excise Tax by Registration No. A-102678.

Company Name of Bidder HAWKEYS TRUCK EQUIPMENT
 Address of Bidder 5800 NW 2ND STREET
 City, State, & Zip Code DES MOINES, IA. 50313
 Signature of Authorized Agent [Signature]
 Printed Name and Title TOM STEINKAMP PRESIDENT
 Telephone Number 800-622-8223
 Fax Number 515-289-2806
 E-mail Address TOMSEHTEI.COM

- Local Vendor with a valid local business certificate. City of Ames notarized Local Business Certificate may be included in this response or a current valid certificate on file in Purchasing.

Check appropriate box:

Individual/Sole Proprietor C Corporation S Corporation Partnership Trust/Estate Single-Member LLC

Limited Liability Company. Enter the tax classification (C=Corporation, S=S Corporation, P=Partnership) _____

Note: For single-member LLC that is disregarded, do not check LLC. Check the appropriate box in the line above for the tax classification of the single-member owner.

Other _____ Taxpayer Identification Number (TIN) 42 - 0638355

Transit Director's Report

September 2017

1. Open Driving Hours Update

CyRide struggled over the spring/summer in hiring enough drivers to meet its Fall 2017 goal of 250-350 open driving hours (hours not assigned to drivers). As of the second week of school, CyRide has twice as many open hours as its goal at 750. Several situations have contributed to this large amount of open hours:

- CyRide lost more than the average number of drivers over this time period for the following reasons: serious health issues for current drivers, leaving the State of Iowa, found a job in their field/full-time job. The average loss for the summer period is 16; whereas CyRide lost 24 drivers this year.
- Low unemployment in Ames, 1.9% in June, has made it difficult to attract drivers to a part-time position, with no benefits for at least the first year.
- Many more drivers are not making it through the hiring criteria – background checks, video test, interview, schedule availability to work at least 15 hours a week, applicants that do not get their CDL permit, etc.

With this said, CyRide had a large recruitment at the end of August, and after the interview stage, 16 employees remain. CyRide hopes to start at 6-8 trainees in September.

One change that CyRide staff has implemented, in coordination with the City's Human Resource staff, is to change when CyRide employs a new driver. Prior to the end of August, drivers were hired contingent upon getting their CDL permit. They were on their own to study for and take this test before CyRide could begin their training process. This could take anywhere from a week to several months. As of the end of August, individuals that meet all hiring criteria immediately become CyRide employees, contingent upon passing the CDL permit within 30 days, and CyRide staff assists them in studying for the test and in some cases even drives them to the testing site. It is hoped that this change will increase the number of successful hires and shorten the process from job offer to entering CyRide's training program. Staff will be monitoring this change to determine if makes a significant improvement.

2. Copper Beach Update

Through ISU staff, CyRide has learned that Copper Beach is not operating a separate shuttle service this fall. However, they have indicated they may start one for the spring semester. Therefore, the Gray and Plum routes are serving all residents of the S. 16th St. area.

3. System Redesign Final Document, Public Meeting & Marketing Concept

CyRide received the final System Redesign Plan document in July 2017. A link to this lengthy document was provided to board members to review along with an Executive Summary. No comments were received and the document and summary became available to the public, via CyRide's website, in August 2017. With this document completed, the consultant's, contractual obligations have been met and CyRide will begin the payment process for the final \$5,812.00 due under Nelson Nygaard's contract.

Also, CyRide will be scheduling a public meeting in late October/early November to share the new schedules with and answer questions from the public regarding the proposed 2018 changes.

CyRide staff has met with its marketing consultant to begin determining how to/what materials will be needed to educate the public about the changes contained in the System Redesign. The direction being discussed is to direct individuals to CyRide's website for the details and create marketing materials that excite customers about the new services and give them information about where to find the details of these changes. With this, they have created a "brand" for this marketing effort called, "CyRide 2.0", which builds upon CyRide's past and enhances services for the future. Three initial concepts for this brand have been developed and two of three concepts will be further refined. The two remaining concepts will be provided at the meeting.

4. Facility Update

As a board-directed agency goal for this fiscal year, CyRide staff has begun the process to provide information for, and facilitate discussions with, the transit board on CyRide's facility challenges. Staff has developed the activities and timeline to accomplish this discussion and determine direction prior to next summer, so that CyRide can be in a position to prepare a federal grant application for the 2018 round of federal grants, anticipated in July 2018.

5. Fuel Costs

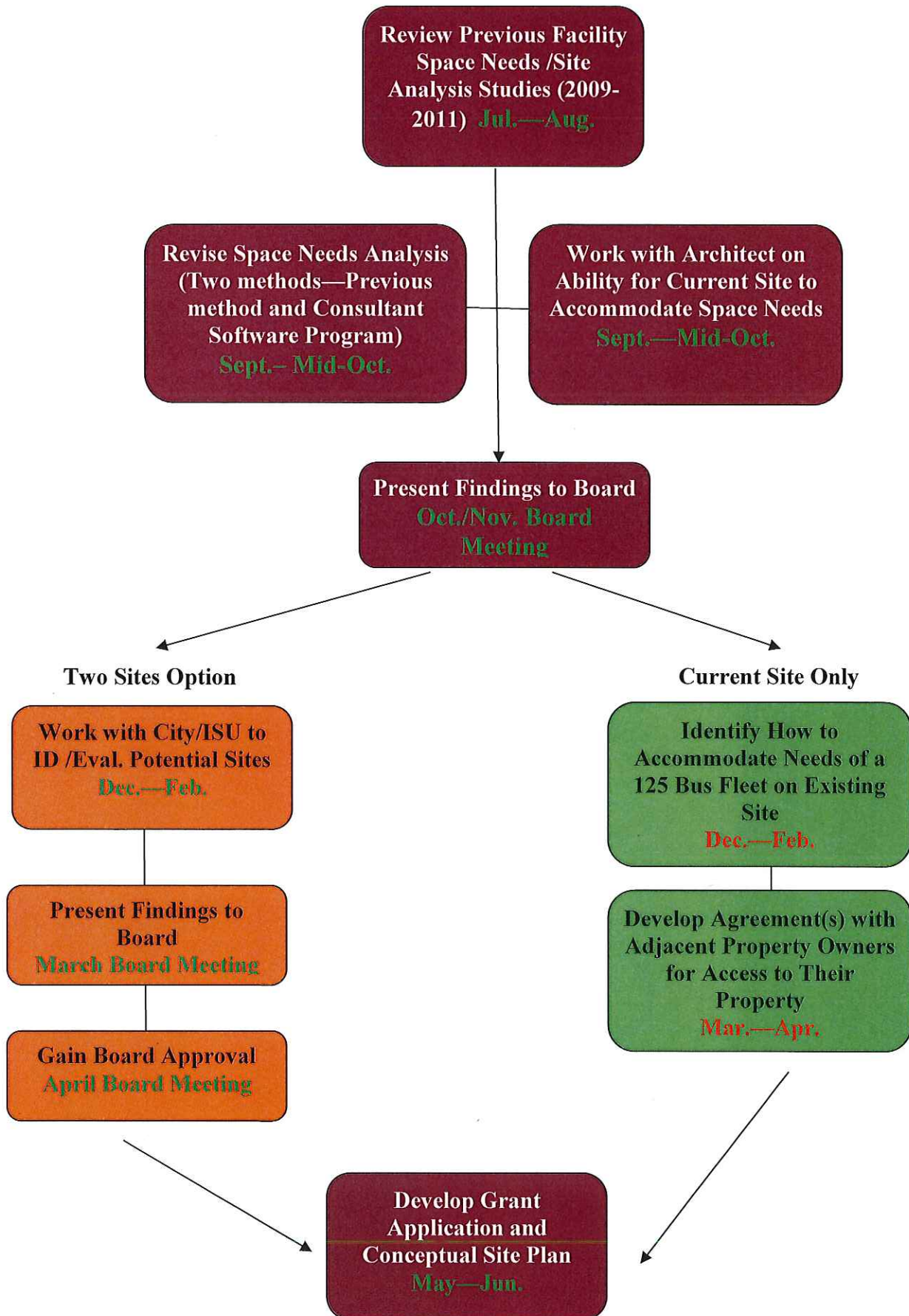
For the current fiscal year, CyRide budgeted \$2.50 per gallon for fuel. The average paid year-to-date is \$1.66 per gallon; however, in early July CyRide paid \$1.49 per gallon and the most recent delivery was at \$1.73 per gallon. Year-to-date, CyRide has expended \$78,337 for fuel, or 5.7% of its \$1,384,015 annual budget for this expense.

6. Signal Timing Impact on Routes

Two important intersections for CyRide at Lincoln Way and Welch and Stange and University Blvd/Pammel Rd. have added pedestrian walk lights this year and are significantly impacting the delay for buses getting through these intersections, up to 10 minutes per trip. Both intersections serve 2-3 routes each. CyRide has been working with ISU and City staff

to determine if modifications can be made to allow more time for CyRide's turning movements at these intersections; however, it may result in the need for more buses on some routes in the future to keep buses on time.

FACILITY PLANNING PROCESS/TIMELINE



October

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19 Transit Board Meeting 8:00 AM	20	21
22	23	24	25	26	27	28
29	30	31		2017 Transit Board Mtgs. November 16 December 7 at 8:00 AM	2017	