

AMES TRANSIT AGENCY BOARD OF TRUSTEES
CYRIDE CONFERENCE ROOM

August 15, 2018

1. CALL TO ORDER: 8:00 A.M.
2. Approval of June 28, 2018 Minutes
3. Public Comments
4. Statewide Bus & Bus Facilities Grant
5. 2018 ICAAP Grant Application
6. Facility Site Analysis Update
7. Affordable Care Act Update
8. Director's Report
9. Trustee Item - Director's Review
10. Anticipated Closed Session Regarding Labor Negotiations
11. Fall Meeting Dates/Times:
 - September 17, 2018, 8:00 AM
 - October 24, 2018, 8:30 AM
 - November 14, 2018, 8:00 AM
 - December 12, 2018, 8:00 AM
12. Adjourn

AMES TRANSIT AGENCY BOARD OF TRUSTEES

AMES, IOWA

June 28, 2018

The Ames Transit Agency Board of Trustees met on June 28, 2018 at 8:00 A.M. in CyRide's Conference room. President Bibiloni called the meeting to order at 8:05 A.M. with Trustees Cain, Jeffrey, and Schainker present; and via conference call, Trustee Schrader. Absent: Trustee Nelson.

Cathy Brown from Iowa State University's Facility, Planning & Management Department was also present.

ELECTION OF AAMPO REPRESENTATIVE: Director Kyras stated that the Board President and Vice President elections for the next year were completed at the May 29 meeting, but that the board has not taken action on the board's Ames Area Metropolitan Planning Organization (AAMPO) representative. She briefly described the time commitment and purpose of a board member representative on this committee. President Bibiloni indicated his interest in the position.

Trustee Cain made a motion to accept Trustee Bibiloni as the AAMPO representative. Trustee Jeffrey seconded the motion. (Ayes: Five. Nays: None.) Motion carried.

APPROVAL OF MINUTES: Trustee Jeffrey made a motion to approve the May 29, 2018 minutes as presented and Trustee Schainker seconded the motion. (Ayes: Five. Nays: None.) Motion carried.

CYRIDE INTERCEPTOR PIT UPGRADES 2016 PROJECT CLOSE OUT: Director Kyras provided a brief history of the project indicating it's funding, inclusion in planning documents and history/results of the construction. She indicated the original bid increased by \$36, 577 due to change orders, for a total, final budget of \$266,492. She indicated that there were delays in the project due to project timing and rework that was required. She indicated that all work had now been completed and met the satisfaction of CyRide staff and the A & E consultant. Staff's recommendation is to approve Alternative #1 to proceed with issuing the unpaid balance (retainage) of \$13,325.

Trustee Jeffrey made a motion to accept final completion and approve the release of retainage/final contract amount of \$13,325 to Woodruff Construction LLC, Ames, IA for the completion of CyRide Interceptor Pit Upgrades 2016 Project. Trustee Schainker seconded the motion. (Ayes: Five. Nays: None.) Motion carried.

FY18 FEDERAL OPERATING GRANT: Director Kyras provided background information regarding CyRide's federal formula funding. She indicated that the FY18 funding was recently passed by Congress and resulted in an allocation to CyRide of \$2,085,386, which is \$85,386 higher than budgeted. She briefly described the Small Transit Intensive Cities

(STIC) portion of the funding, which is based upon six performance criteria, of which CyRide is eligible for five of the criteria, contributing to more than \$1 million of the allocation. Further, she indicated that the FY19 allocation would be higher as Congress had increased the STIC program funding from 1.5% to 2% of the total transit funds. She estimated the increase for CyRide to be between \$200,000 and \$250,000, which was not included in the FY19 budget and could result in an increase in the closing balance.

Shari Atwood, CyRide's Transit Planner, shared recent information she had been provided at the state transit convention that indicated that the non-STIC allocation could be decreasing based on current Congressional discussions.

Trustee Schainker made a motion to authorize the Transit Director to execute and file a Section 5307 grant application in the amount of \$2,085,386 to the Federal Transit Administration. Trustee Jeffrey seconded the motion. (Ayes: Five. Nays: None.) Motion carried.

HIRTA DIAL-A-RIDE CONTRACT: Director Kyras indicated that the contract provided to the board for Dial-A-Ride services was a result of the board's decision at the May meeting to enter into a new contract with the current provider, HIRTA, at their proposed 2019-2020 rate structure. She briefly recapped the changes, which consisted of a new contract period, compensation, federally-required language and current practice changes. She also indicated that the contract has been reviewed by City of Ames Legal Department, Risk Management, and verbally approved by HIRTA with one exception – annual audit deadline. She indicated that HIRTA's audit is not completed until March 31st of the following year, so Director Kyras recommended changing the date in Section E. 4 of the contract to “no later than May 1 of the following year.”

Trustee Schainker asked whether CyRide included its vehicles leased to HIRTA in CyRide's property insurance or if these vehicles were covered under HIRTA's property insurance. Director Kyras was unsure and indicated that she would check with the City's Risk Manager on this issue.

Trustee Schainker also asked how much HIRTA had increased their 2018-2019 rates. Director Kyras indicated it was higher this year at a 5% increase.

Trustee Schainker made a motion to approve a new three-year contract with Heart of Iowa Regional Transit Agency for the 2018-2021 time period. Trustee Jeffrey seconded the motion. (Ayes: Five. Nays: None.) Motion carried.

TARGET BUS STOP AGREEMENT: Director Kyras explained that, as part of the CyRide 2.0 changes, staff had been negotiating with Target for the past six months regarding an agreement for a bus stop on their property. She briefly summarized the terms of the agreement as follows. It includes language regarding:

- Where and how CyRide will use the bus stop.
- Terms of the agreement, which is until either party desires its termination.
- CyRide not disturbing their business with this bus stop.
- That CyRide would bear the cost of improvement and, if terminated, CyRide will bear the cost to replace it to its presentation condition.
- That CyRide is to remove trash every week, which is consistent with CyRide's current bus stop maintenance procedures.

Trustee Schainker asked for clarification that the agreement did not include language regarding travelling on their property. Director Kyras indicated that she had received verbal agreement for Target to allow CyRide to travel in front of the Target entrance, but that the corporate office had required an agreement for the bus stop only. Trustee Jeffrey asked how often buses would operate through Target's parking lot. Rob Jennings, CyRide's Scheduler/Budget Analyst, indicated that buses operated every 10-15 minutes.

Trustee Jeffrey also inquired about whether there would be carts left at the bus stop. Barb Neal, CyRide's Asst. Director of Operations, indicated that there would most likely be carts left at the Target bus stop, but that Target had indicated that they would retrieve these carts and indicated that it was a short distance from their main entrance.

Trustee Jeffrey made a motion to approve the Bus Stop and Temporary Construction License Agreement between Target and CyRide for a bus stop on Target's property, as presented. Trustee Schainker seconded the motion. (Ayes: Five. Nays: None.) Motion carried.

STORY COUNTY HOSPITAL MOU REQUEST: Director Kyras explained that CyRide received a request from the Story County Hospital in Nevada for an emergency transportation Memorandum of Understanding (MOU). She indicated that she had provided information in a previous email to board members regarding the request and provided a recap of the questions and responses provided previously to board members. She also provided additional information offered by the hospital regarding the type of services that might be needed, such as the distance CyRide would need to transport individuals, the number of persons, etc.

Trustee Jeffrey shared her thoughts that she could support the request and hoped that it would never need to be activated.

Trustee Cain offered that she had identified the two hospital sites where transportation would be needed from and that they were a distance apart.

Trustee Cain made a motion to approve the draft Emergency Services Agreement with Story County Hospital for emergency transportation services. Trustee Schainker seconded the motion. (Ayes: Five. Nays: None.) Motion carried.

CYRIDE ASSISTANT MECHANIC WAGE PROPOSAL: Director Kyras provided background information regarding a request to consider a hiring bonus for an upcoming recruitment. She indicated that a Mechanic Assistant position had been open for more than one year with a failed recruitment and very few applicants. As a result, Rich Leners, CyRide's Asst. Director of Fleet & Facilities, researched the wages and hiring bonuses of firms competing for the same, mechanic labor market and found that that CyRide is fairly competitive for starting wages, however, competing firms typically offered a substantial hiring bonus. She indicated that the Mechanic Assistant position draws from a small labor pool and low unemployment magnifies the problem. As a result, staff recommends a \$2,000 hiring bonus, payable in three installments – first check (\$500), 6 months (\$500) and 18 months (\$1,000). Director Kyras indicated that the International Union of Operating Engineers (IUOE) who represents the mechanics approved of the bonus, as evidenced by the signed MOU. She asked for board member comments on the bonus.

Trustee Schainker indicated he could support the idea as a one-time trial to determine if the bonus made the job more attractive.

Trustee Schainker made a motion to approve the one-time \$2,000 hiring bonus, payable in three installments for the July 2018 Mechanic Assistant recruitment. Trustee Jeffrey seconded the motion. (Ayes: Five. Nays: None.) Motion carried.

DIRECTOR'S REPORT:

- **Odyssey of the Mind/RAGBRAI Summer Events.** Director Kyras indicated that there were two summer events that CyRide was supporting. First, was the Odyssey of the Mind event that was held at the end of the May, and which is travels to Ames every two years. She indicated that CyRide carried a little over 73,000 passengers on three routes and that ridership would have been higher if the fourth route could have been operated through campus. Summer construction prevented the route from operating. Director Kyras shared her thoughts that this was another successful event and that staff had received numerous compliments.

The second event will be RAGBRAI in July. She then explained that CyRide would be providing additional service between 3 and 8 pm on the #2 Green route to provide transportation between one of the main campground areas at Brookside and the events in the Downtown area.

- **Summer CyRide 2.0 Service Change Update (EASE and #5 Yellow Route).** Director Kyras provided board members with a recap for the first three weeks of the summer CyRide 2.0 changes – EASE and Yellow route. She indicated that the EASE route ridership was 9% higher than the services offered on the east side of Ames last summer and 25% from the first to third week. She also indicated positive customer comments regarding the

service. She then shared the busiest times on the service and most popular location individuals were traveling within the zone.

Director Kyras then indicated that similar experiences were occurring on the #5 Yellow route changes with ridership 10% higher than a year ago and 24% higher from the first to the third week. She shared that staff believes that the CyRide 2.0 changes to date have been positive.

- **CyRide Children's Tours.** Director Kyras provided a brief summary of the children's tours which CyRide provides each summer, indicating that year-to-date, CyRide had provided 665 compared to 565 last year and shared that the popularity of these tours continues to grow each year.
- **STIC Federal Funding Update.** Director Kyras explained the chart included in the board materials regarding STIC funding where CyRide's performance was compared to larger transit systems. She indicated that CyRide's performance is significantly higher (more efficient) on the five categories it receives and will most likely never achieve the sixth one due to the size of Ames.
- **ICAAP Grant Application Projects.** Director Kyras shared staff's thoughts on new services eligible for the next round of the Iowa Clean Air attainment Program (ICAPP) state applications due in October of this year. She indicated that staff would be preparing an application for approximately \$500, 000 in operating support for the new CyRide 2.0 services and one new bus. She indicated that the possible routes that could be eligible were the: #9 Plum Route (Summer/breaks only), #12 Lilac Route, #1 Red/#7 Purple Routes, #5 Yellow Route, #25 Gold Route. She indicated that staff would prepare its recommendation for Transit Board consideration at the August meeting.
- **2018-2019 Vision.** Director Kyras shared staff's vision, goals and performance measures for the first year of the CyRide 2.0 system. She indicated at the end of the year, staff would consider the changes positive if CyRide achieved no more than a 1/ ½ percent ridership decline (due to lower enrollment and development patterns not the service changes) and if it was able to deliver the service within ½ percent higher or lower than budgeted.
- **Electric Bus RFP Scope of Work – RFP.** Director Kyras indicated that staff had prepared a draft Request for Proposal (RFP) for a consultant to assist CyRide with evaluating battery electric buses (BEB) within CyRide's fleet and operations. Director Kyras shared the Scope of Work developed for the project with the board and asked for comments regarding the scope to ensure that the project would provide board members with the information needed to evaluate this new bus technology in Ames.

Trustee Schainker asked if the RFP would provide an unbiased assessment of the bus technology. Director Kyras indicated that there were two, non-profit firms in the nation

that provided BEB evaluations for transit systems and that they both relied upon some funding from bus manufacturers. Further, she explained that their expertise in the BEB industry could not be secured without some involvement by the firms with the BEB bus manufacturers. Through a consensus of the board members, staff was directed to include language that required the proposals to disclose the firm's involvement with BEB manufacturers. Director Kyras then provided the timeline for the study.

- **CyRide Security Access Project Plans & Specifications.** Director Kyras shared that CyRide had prepared plans and specifications for the second part of its building security plan to expand the security system to the maintenance and bus storage areas at an estimated cost of \$200,000. She indicated that the bids will be released soon and that the results of the bids will be presented to the board at the August meeting for consideration.
- **Student Fee Committee Recommendation.** Director Kyras shared that CyRide staff would be meeting with the ISU Special Tuition and Student Fee Committee later that day to present its proposal for the 2019-2020 student fee rate. She indicated staff's proposal would be a \$5.50 increase in the fee for that year due to potential decreases in enrollment and the need to maintain a \$500,000 balance in the student's Trust Fund. She also indicated this rate reflected the maximum 5% increase in local funding, which is the cap placed on increases by the Transit Board. The new rate would be \$85.10 per full time student per semester.

FALL MEETING DATES/TIMES: Director Kyras explained that, after further review, the pre-set date agreed upon by the Transit Board in a previous meeting would create conflicts and difficulty in getting quorum and for board members to attend. She asked if there were other set times/days of the month that might be more suited to full board participation. After a lengthy board discussion, it was determined that the August 15th meeting would be retained, the September meeting would be on the 17th at 8 am and the remainder of the meetings for the fall and spring semester would be on the second Wednesday of the month at 8 am.

Set Meeting Times and Place:

- August 15 at 8:00 am

ADJOURN: Trustee Schainker made a motion to adjourn the meeting at 9:06 a.m. and motion seconded by Trustee Jeffrey. (Ayes: Five. Nays: None.) Motion carried.

Juan Bibiloni, President

Joanne Van Dyke, Recording Secretary

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees
FROM: Sheri Kyras
DATE: August 15, 2018
SUBJECT: Statewide Bus & Bus Facilities Grant

BACKGROUND: On Monday, July 23, 2018, CyRide was notified by the Iowa DOT that it would need to identify the quantity of buses that it could fund, and would like to have included, in Iowa’s Statewide Bus & Bus Facilities federal grant and, further, that this information would need to be submitted to the Iowa DOT by Friday, July 27, 2018. The grant was due to the Department of Transportation in Washington DC on Monday, August 6, 2018. Staff provided a generic letter by the required date that indicated that CyRide could provide local match for three buses in this FY18 round of the Bus & Bus Facilities grants, based on a conversation with board member Steve Schainker. The letter further indicated that the Transit Board would formally consider local funding for the buses at their August 15, 2018 meeting.

INFORMATION: The information below was included in an email to all board members on July 24th to inform members of the request, the short timeframe and to determine a general consensus of board members opinion on the quantity of buses to submit to the Iowa DOT by the end of the week. No comments were received from board members on this information.

“CyRide currently has one articulated bus in the Capital Improvement Plan for FY20 (the year it would be ordered), but would like for the Transit Board to consider funding two more new, 40' buses for inclusion in the Bus and Bus Facilities grant application. The current and proposed funding, based upon an 80% federal/20% local funding split, is detailed in the chart below.

Funding Type	Current CIP	Proposed
ICAAP State Funding	\$394,640	\$394,640
Bus & Bus Facilities Federal Funding	\$0	\$789,280
MPO STBG Award	\$225,000	\$225,000
CIP for New Buses	\$180,360	\$180,360
CIP for Used Buses	\$0	\$135,000
Additional STIC Funding	\$0	62,320
TOTAL	\$800,000	\$1,786,600

CyRide would include all three buses in the Bus and Bus Facilities grant, not knowing if the state will approve the one ICAAP bus, as ICAAP grants are not due until October. If one bus is approved in the ICAAP program and three buses are approved in the Bus and Bus Facilities grant, CyRide would pass on

funding for one Bus and Bus Facilities bus; thereby capping CyRide's bus purchases for the year at the requested three new buses.

To commit to three buses (one articulated and two 40' buses), CyRide would need to use the \$135,000 set aside next year for used buses and instead use this funding to help pay for new buses. This would be the preference of staff to purchase new instead of used buses. It would also commit a portion of the Small Transit Intensive Cities (STIC) federal increase in FY20 to new buses (\$62,320 of the more than \$200,000 anticipated additional funds over last year)."

In summary, CyRide would be able to increase the number of new buses included in the Capital Improvement Plan in FY20 from one articulated buses to three buses (one articulated and two 40') by reprogramming the CIP's used buses into local match for new buses and committing, in this grant application, a portion of the unbudgeted federal STIC funding increase (\$62,430) that will be provided to CyRide beginning this year. CyRide is anticipating between \$200,000 and \$250,000 more in federal funds than budgeted. As both the ICAAP and Bus & Bus Facilities grants are due at the same time, staff will include one of the three buses in both applications to; hopefully, ensure that one or more new buses can be secured in grants this year.

ALTERNATIVES:

1. Approve including three 40' buses in the State of Iowa's Statewide Bus & Bus Facilities Grant Application, funded with up to \$377,680 in local match (\$180,360 + \$135,000 + \$62,320).
2. Approve including a board-directed number of buses in the State of Iowa's Statewide Bus & Bus Facilities Grant Application and local match to support this bus purchase.
3. Do not be part of the State of Iowa's Statewide Bus & Bus Facilities Grant Application.

RECOMMENDATION:

The Transit Director recommends approval of Alternative #1 to approve the inclusion of three buses and local match commitment for their purchase, in the State's federal bus replacement grant application.

This approval will provide CyRide with \$789,280 in federal funding for buses that it would not receive otherwise for its fleet and assist CyRide in managing its fleet age, which has been increasing over the past several years. The purchase of new buses will further CyRide's bus fleet goals more than the purchase of used buses that would be 12-15 years old. Additionally, with CyRide's stable to slightly declining ridership, it does not need to expand its fleet at this time, which means that replacing buses with new buses is more beneficial for the fleet.

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees

FROM: Sheri Kyras

DATE: August 15, 2018

SUBJECT: 2018 ICAAP Grant Application

BACKGROUND: The State of Iowa receives federal Congestion Mitigation and Air Quality (CMAQ) funding, which it in turn uses to fund the State's Iowa Clean Air Attainment Program (ICAAP). This statewide competitive program can fund *new* transportation projects/services (highway, transit, bicycle, etc.) throughout the State of Iowa, at an 80% funding level for a maximum of three years, that either reduces congestion or improves air quality within the state. These three years can be funded within the first five years of a new services operation.

In the past, CyRide has funded expanded services (new routes or more frequent service) within its system, as well as for the purchase of new buses that are needed to operate these expanded services. This practice has increased CyRide's operating and capital funding by approximately \$350,000 per year and a total of \$1 million dollars, respectively.

Specific services funded in past ICAAP grants include: Plum Route, Weekday Green and Brown route service and Blue route service on Sundays. CyRide has received three years of funding for each of these services and will no longer be able to fund these past-year service improvements with ICAAP funding. Typically maximum ICAAP grant awards are for transit projects totaling no more than \$800,000 to \$900,000 in a federal funding request out of a \$4,000,000 program fund.

This year's ICAAP grant applications are due on October 1, 2018 for federal fiscal year 2020, which begins October 1, 2019 and ends on September 30, 2020. Awards are typically made the following January or February (2019) after grants are submitted.

INFORMATION: To maximize grant funding for eligible expenses during CyRide's 2019-2020 and 2020-2021 budget years, CyRide could request 80% reimbursement for anticipated expenses on the following routes: #1 Red, #5 Yellow, #7 Purple, #9 Plum, #11 Cherry, and #12 Lilac (see route maps for locations of these services). In addition, staff recommends requesting funding for one new bus to support the new CyRide 2.0 system. These operating and capital expenses are detailed below.

Operating Request

CyRide could request funding for additional cost/service frequency on the above described routes, as the grant program pays for new, expanded route expenditures only. The table below estimates the projected ICAAP/local funding dollar request and revenues; however, actual costs and revenues received at the time of billing will modify the dollars received, if awarded funding for this project. As a result, the chart below represents a projection of the possible federal dollars CyRide could anticipate.

Route	Total Cost	Less Anticipated Fares	Net Cost	ICAAP (80%)	Local (20%)
#1 Red Route	\$223,038	\$526	\$222,512	\$178,009	\$44,503
#5 Yellow Route	\$65,262	\$5,921	\$59,341	\$47,473	\$11,868
#7 Purple Route	\$78,609	\$428	\$78,181	\$62,545	\$15,636
#9 Plum Route	\$61,587	\$281	\$61,306	\$49,044	\$12,262
#11 Cherry Route	\$42,662	\$248	\$42,414	\$33,136	\$9,278
#12 Lilac Route	\$97,423	\$495	\$96,928	\$75,668	\$21,260
TOTAL	\$568,581	\$7,899	\$560,682	\$445,875	\$114,807

This grant could fund up to approximately \$445,875 in operating funding for the first year of this application. Staff could also submit this same application for two additional years, upon board approval.

Capital Request

To support the new route structure, staff recommends requesting funding to purchase one new 40' diesel bus. **Funding for this bus is included in the 2019-2020 CIP budget as part of the \$800,000 transfer of funds from the operating to capital budget.** The new bus would support the new #12 Lilac route. While more than one bus could be justified, the typical ICAAP funding allocated to a single transit system does not allow more than one bus to be funded in addition to the operating projects above (typical maximum allocation is \$800,000 to \$900,000) and could jeopardize funding of the entire project if the request is too much to consider within all state requests received. The chart below details the proposed funding shares for the bus.

Request	Total Cost	ICAAP (80%)	Local (20%)
40' Diesel Bus	\$493,300	\$394,640	\$98,660

Total Grant Request

The following details the full grant request, if the board desires to fund the above described operating and capital projects.

Route	Total Cost	Less Anticipated Fares	Net Cost	ICAAP (80%)	Local (20%)
#1 Red Route	\$223,038	\$526	\$222,512	\$178,009	\$44,503
#5 Yellow Route	\$65,262	\$5,921	\$59,341	\$47,473	\$11,868
#7 Purple Route	\$78,609	\$428	\$78,181	\$62,545	\$15,636
#9 Plum Route	\$61,587	\$281	\$61,306	\$49,044	\$12,262
#11 Cherry Route	\$42,662	\$248	\$42,414	\$33,136	\$9,278
#12 Lilac Route	\$97,423	\$495	\$96,928	\$75,668	\$21,260
40' Diesel Bus	\$493,300	--	\$493,300	\$394,640	\$98,660
TOTAL	\$1,061,881	\$7,899	\$1,053,982	\$840,515	\$213,467

ALTERNATIVES:

1. Approve submission of an operating/capital ICAAP grant application for approximately \$840,515 for operating expenses on six of the new/expanded routes under CyRide's 2.0 system and the purchase of one bus.
2. Approve submission of an operating/capital ICAAP grant application for different CyRide 2.0 routes.
3. Approve submission of an ICAAP operating grant application only in the amount of \$445,875 to be utilized on the new CyRide 2.0 routes.
4. Do not submit an ICAAP grant application.

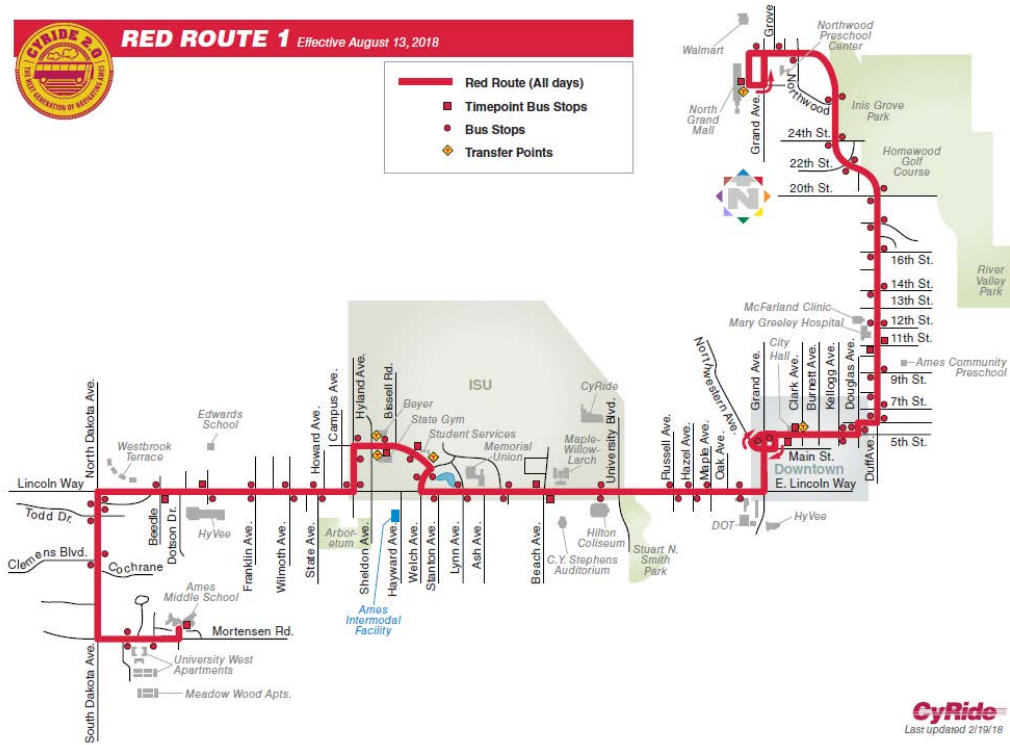
RECOMMENDATION:

The Transit Director recommends approval of Alternative #1 to submit an ICAAP grant application to support both operating and capital expenses on the new CyRide 2.0 system. If approved, this grant would temporarily reduce CyRide's local funding required to support current service on these routes during the next **federal** fiscal year (October 2019 – September 2020); thereby, allowing previously-committed local dollars to be used for other operating/capital needs, as well as providing funding for one new bus.



RED ROUTE 1 Effective August 13, 2018

- Red Route (All days)
- Timepoint Bus Stops
- Bus Stops
- ◆ Transfer Points

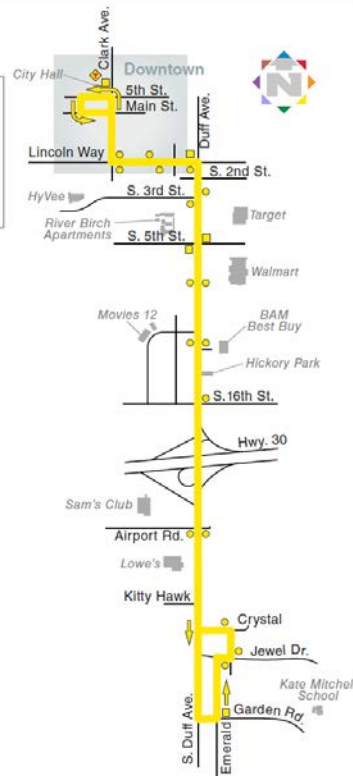


CyRide
Last updated 2/19/18



YELLOW ROUTE 5 Effective May 5, 2018

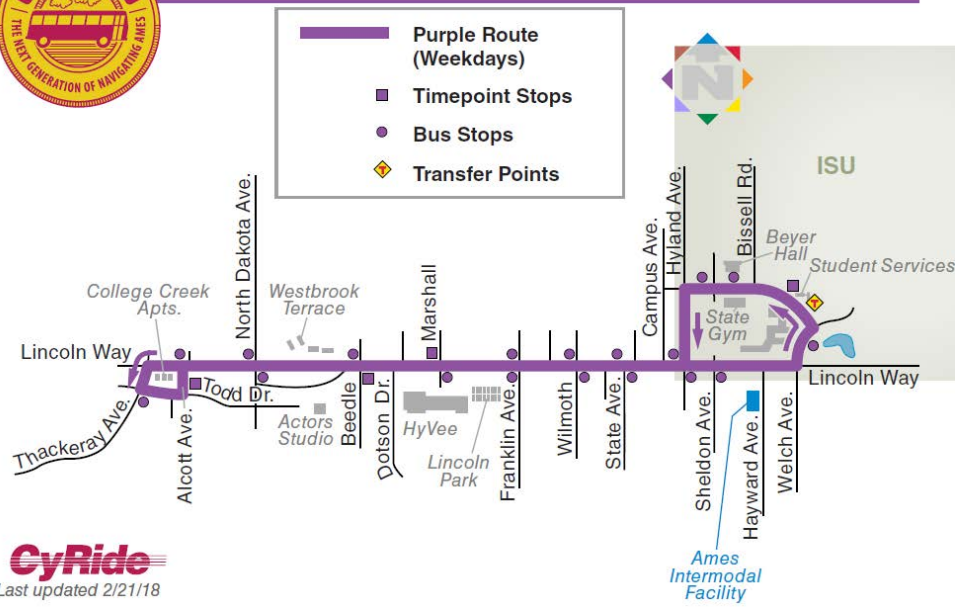
- Yellow Route (Weekdays, Saturdays)
- Timepoint Bus Stops
- Bus Stops
- ◆ Transfer Points



CyRide
Last updated 2/21/18

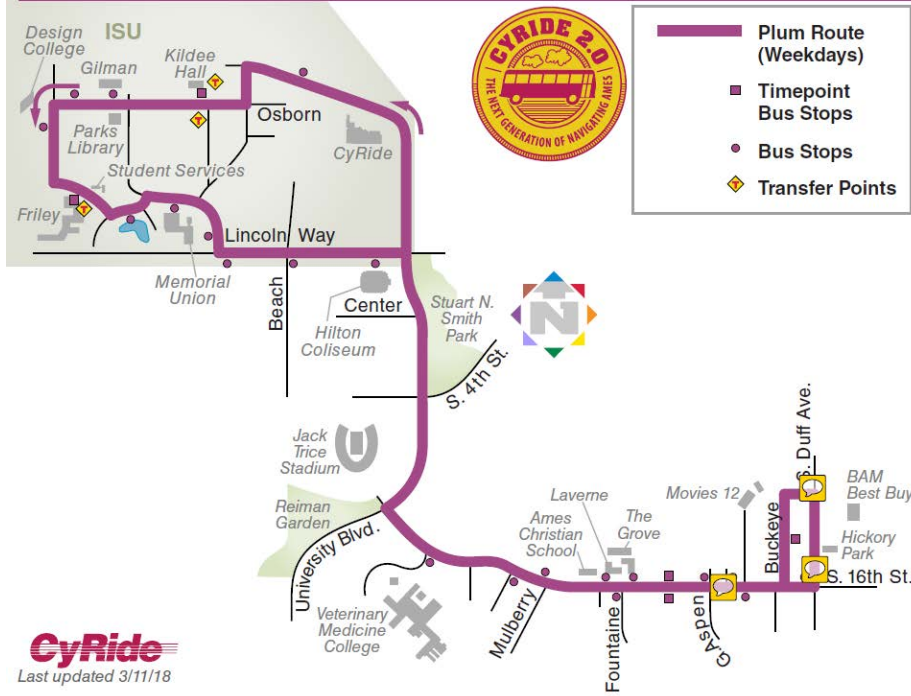


PURPLE ROUTE 7 Effective August 13, 2018



CyRide
Last updated 2/21/18

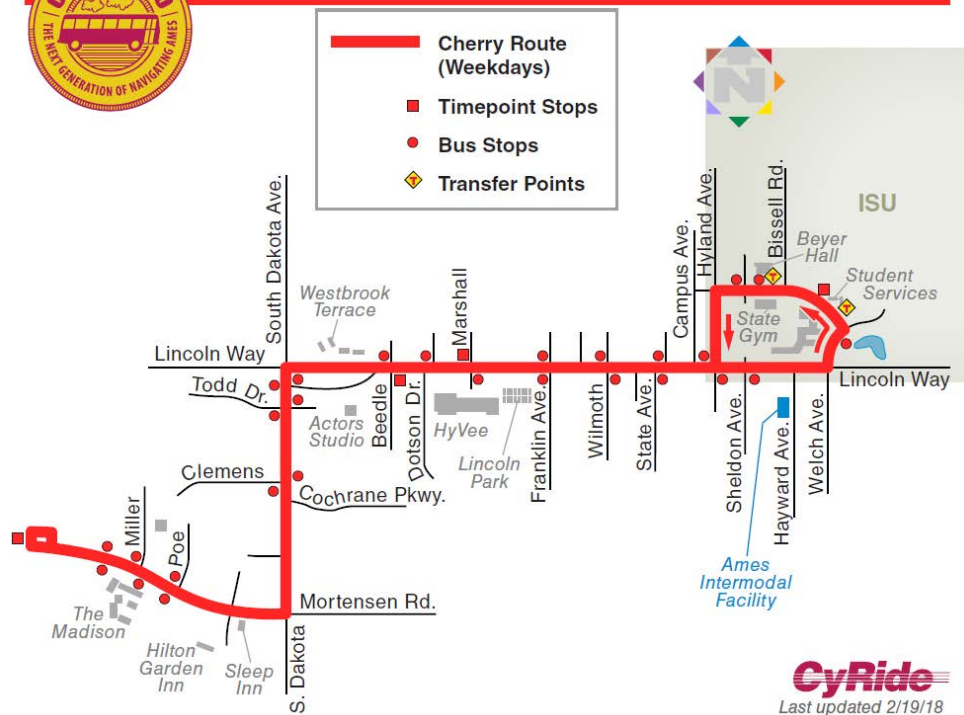
PLUM ROUTE 9 Effective May 5, 2018



CyRide
Last updated 3/11/18



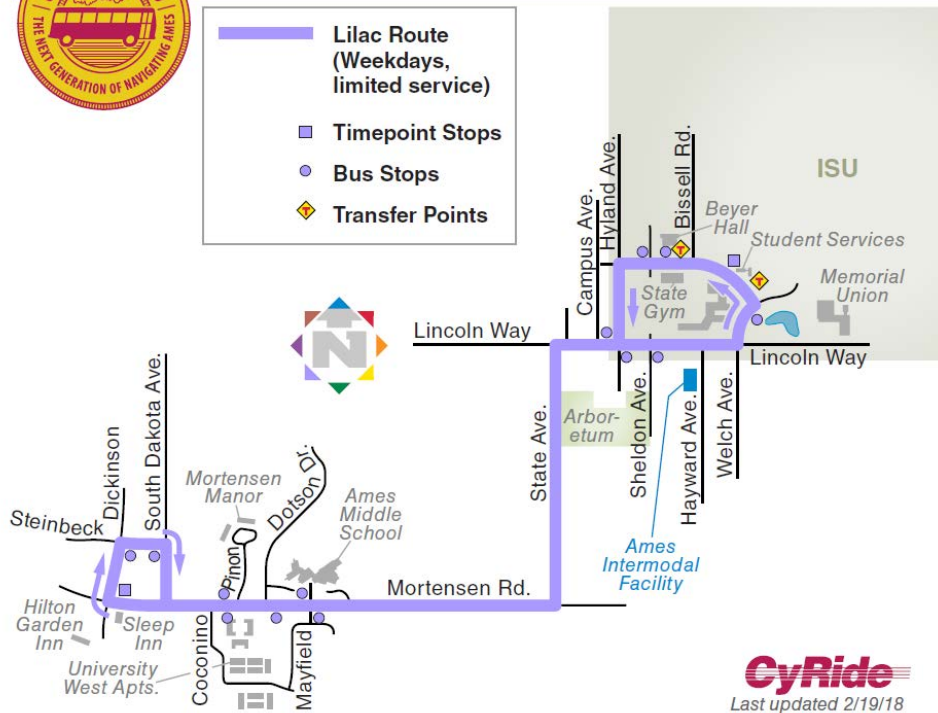
CHERRY ROUTE 11 Effective August 13, 2018



CyRide
Last updated 2/19/18



LILAC ROUTE 12 Effective August 13, 2018



CyRide
Last updated 2/19/18

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees

FROM: Sheri Kyras

DATE: August 15, 2018

SUBJECT: Facility Site Analysis Update

BACKGROUND: CyRide has a long history of ridership growth, which has challenged its facility's infrastructure to keep pace with this growth. CyRide's main facility is located at 601 N. University Blvd. This building was constructed in 1983 and, due to CyRide's growth since that time, it has constructed five expansions to provide space for its fleet, administration and maintenance functions in its current 79,033 sq. ft. facility. In the past, master plans have been developed at this site regarding expansion plans; however, CyRide's ridership growth from 4 million to just under 6.5 million has made these plans obsolete in a short period of time, as CyRide's space needs have exceeded planning assumptions. The most recent facility studies were completed in 2009 and 2011 and assumed a smaller fleet size than CyRide operates today.

Today, CyRide has a second, temporary site at 2005 E. Edison St., which has been in use since 2016. This site is an outdoor, gravel lot owned by the City of Ames and shared with the Ames Police Department.

Currently, a significant portion of the fleet is parked outside (approximately 25%). Due to these less than ideal conditions, staff, under direction of the transit board, has developed four options, ranging from second sites with varying proximities to CyRide's site on University Blvd., as well as expansion at the current site. The purpose of these options is to assist board members in determining where CyRide's infrastructure should be expanded to house CyRide's fleet indoors and have adequate space to efficiently house the future operation of transit services in Ames.

At the May 29th meeting, board members directed staff to "complete a Site Analysis study for Option #3 [second facility more than ½ mile from current facility], including an 18 to 20 acre site, and to not proceed with additional studies at this time."

INFORMATION: Since the May meeting, CyRide and ISU staff have had discussions on how to identify potential sites and select a preferred location for expansion of its facility, which has resulted in a proposed methodology and identification of all parcels of land that are at least eight acres in size (minimum size for two permanent sites).

Proposed Methodology

The proposed methodology below summarizes the four steps to determine a preferred site, potential criteria that could be used to narrow down possible sites and a preliminary date to achieve each step.

Step 1: Universe of Possible 8+ Acre Vacant Parcels (August)

Step 2: Fatal Flaw Analysis – based on following criteria (September)

- a. *Flood plain*
- b. *Zoning – no single family residential*
- c. *Utility/Infrastructure Adequacy– gravel road, no utilities to the site, known subsoil issues*
- d. *Ownership Constraints – purchase/lease is not possible*

Step 3: Remaining Parcel Ranking – based on following criteria (October-November)

- e. *Lowest Development Cost*
- f. *Lowest Operating Cost (CyRide)*
- g. *Growth/Facility Consolidation Potential*

Step 4: Top 2-3 Parcel Refinement (December – February)

- h. *Conceptual Drawing on Site*
- i. *Land Cost Estimates*
- j. *Construction Cost Estimates*

After Step 4, discussion of the top location would then be discussed at the March board meeting, with a preliminary selection approved at this meeting or shortly thereafter. Staff would then work with the Federal Transit Administration (FTA) on documentation needed and their approval of the preliminary preferred site. If approved by the FTA, the board could then approve the selection as their final preferred site. Staff could then begin preparing a grant application for the 2019 round of the Bus and Bus Facilities grants, anticipated in mid-summer 2019.

A detailed outline that includes these steps, actions needed at board meetings and coordination with ISU's capital planning process and FTA is attached (a large version of this map will be available at the meeting).

CyRide staff is looking for board member comments/direction regarding the proposed methodology and timeframe.

Identification of Vacant Land Parcels

Staff began working with the City Assessor's office and ISU to identify all vacant land parcels, which are at least eight acres in size within or near the city limits. The City Assessor's office provided addresses of these locations. Likewise, Iowa State University looked at all university

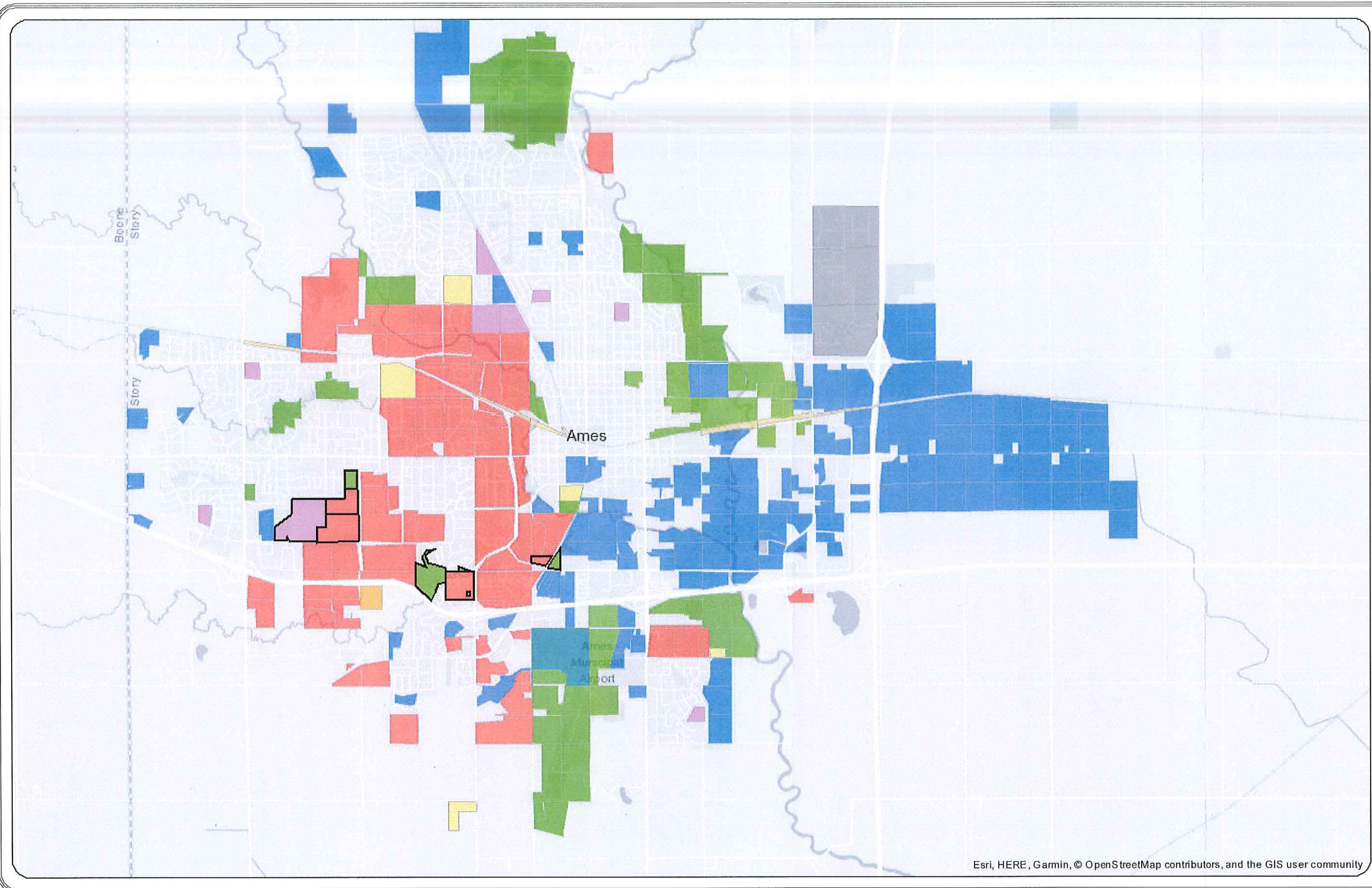
sites large enough to meet the acreage criteria, but also added a filter for locations that were not already committed to other purposes or there were long-term plans for the site. Both the city and ISU potential sites are illustrated on the attached map (a ledger-sized map will be available at the board meeting for easier viewing).

The next step in the above methodology is to apply the Step 2 - Fatal Flaw criteria, or additional criteria board members may desire to include, in the process of beginning to narrow down potential sites based on issues that would not allow a site to be considered. The results of this process would be presented to board members at the September board meeting.









CyRide staff is seeking board member comments/suggestions on the fatal flaw criteria.

CyRide Facility Study Activities & Timeline





Legend

-  Partnership Sites
- Properties Selected For Review**
-  Privately Owned
-  City of Ames
-  Ames Schools
-  Railroad
-  Iowa State University
-  State Of Iowa
-  United States

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CyRide Property Suitability



© City of Ames, Iowa makes no warranties, expressed or implied, including without limitation, any warranties of merchantability or fitness for a particular purpose. In no event shall the City of Ames be liable for lost profits or any consequential or incidental damages caused by the use of this map.

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees

FROM: Sheri Kyras

DATE: August 15, 2018

SUBJECT: Affordable Care Act Update

BACKGROUND: The Affordable Care Act (ACA) requires employers to offer affordable insurance to employees who work 30+ hours per week or 1,560 hours per year (defined as ACA full-time). With CyRide's part-time drivers (working 15-39 hrs.), their hours are variable throughout the year due to CyRide's reduction of work over breaks and summers, as well as many part-time employees increasing/reducing hours throughout the year. As a result, CyRide is not aware, in advance, which employees might meet the ACA threshold for insurance. CyRide has approximately 120-130 part-time employees.

In November 2016, CyRide staff presented five options to the transit board regarding how to address staff insurance for part-time drivers. These options ranged from reclassifying driving positions to no change in policies to offering insurance to all drivers on the first day of their employment. Each of the options had an estimated cost and impact to CyRide's operations (see attached chart). Board members at that time directed staff to continue with current policies; however, modify wages and monitor insurance to offer coverage to CyRide's part-time drivers at the ACA required time period. There were no changes needed for full-time driving staff or other CyRide employees.

Since 2016, CyRide and the City of Ames Human Resources and Finance Departments have been working to implement changes in its processes to comply with the Affordable Care Act, as it relates to CyRide's diverse and varied driving staff. Over the past three years, insurance has been offered to additional employees to comply with the ACA, annual monitoring of hours now occurs to provide insurance to part-time employees that have worked more than 1,560 hours in one year (ACA requirement for insurance) and wages have been increased to address the affordability of insurance for its workforce. The last piece to implement is the monthly monitoring of "variable hour" employees (this includes all CyRide's part-time employees) to determine if/when insurance should be offered throughout the year.

INFORMATION: Over the last month, CyRide and City of Ames staff has identified three possible directions to address the final piece of the ACA requirements for addressing insurance for part-time drivers, as identified on the next page.

- Purchase ACA Software
- Hire a Third-Party to Monitor
- Offer Insurance

Below, each approach will be described, costs estimated, and pros/cons of each included.

Purchase ACA Software

Under this option, CyRide would purchase ACA monitoring software. CyRide staff would enter employment and payroll (hours) data into the program, which would then assist CyRide staff in identifying if/when insurance would need to be offered to employees under the ACA regulations. This data entry would duplicate both payroll and human resource programs currently utilized at CyRide and increase staff time to accomplish this dual entry. It is anticipated that an additional ½-time employee would be needed to complete the data entry and determine when employees should be offered insurance. There may be an opportunity in the future to be able to upload the data from other sources into this new software; however, this compatibility is unknown at this time.

Cost Estimate (Based on a Vendor Demonstration and ½-time position):

Expense	Year 1	Year 2 and Thereafter
Vendor Fees	\$10,000	\$3,000
½-Time Payroll Clerk	30,000	\$31,500+
Total Cost	\$40,000	\$34,500+

Pros:

- Meets ACA requirements
- May reduce Human Resources Dept. workload

Cons:

- Increases CyRide operating budget for additional position (\$30,000+)
- Annual vendor costs (\$2,100)
- Requires responsibility of ACA compliance on CyRide staff, who do not have Human Resources/Finance or Legal expertise
- Some added risk in interpreting ACA correctly (CyRide)
- Would take an estimated six months to implement
- Higher year 1 cost
- Requires technology compatibility or reformatting of payroll information

Hire a Third-Party to Monitor

Under this option, a third-party vendor would be chosen that would utilize employment and payroll (hours) data from CyRide’s existing systems and upload this data into their software program to manage the ACA insurance requirement for CyRide/City of Ames. Their staff would

then provide the City of Ames Human Resources Department with information when employees should be offered insurance. Vendors also typically have a Compliance Department that will also assist with ensuring that the ACA requirements are being met. Under this option, it is anticipated that existing CyRide staff could provide the data needed without the need for additional staff.

Cost Estimate (Based on a Vendor Demonstration): \$6,000 per year

Pros:

- Meets ACA requirements
- Places responsibility for compliance on a vendor with this expertise; does not require CyRide to have knowledge of Human Resources/Finance or Legal expertise regarding ACA
- Can be accomplished with existing staff
- Lower cost monitoring option

Cons:

- Higher year 1 cost
- Requires vendor understanding of CyRide's part-time workforce
- Would take an estimated six months to implement
- Some risk in interpreting ACA correctly based on CyRide's unique part-time workforce
- Requires technology compatibility or reformatting of payroll information

Offer Insurance

Under this option, the City of Ames would offer insurance, at 3/4-time rates, to all part-time drivers that choose work shifts that total 30 or more hours per week (defined as ACA full-time employees that should be offered insurance) at the time they end their training period. As a result, this group of part-time drivers would be provided insurance in the same manner as other departments within the City of Ames with equivalent employees. If a part-time driver modifies their schedule to be less than 30 hours per week over their course of employment, insurance would be offer at 100% cost to the employee at that time. This would eliminate the need for monitoring employees with software or through a vendor to stay in compliance with ACA regulations. Since ACA discussions began in 2016, CyRide/City of Ames has kept detailed records of eligible part-time drivers and the number of drivers taking insurance. As a result, CyRide currently has two years' worth of data to more accurately estimate the anticipated cost of this option below.

CyRide could institute a policy where it hires drivers between 20-26 or 30+ hours per week, minimizing possible overtime increases which would put an employee's hours above the 1,560 ACA threshold to offer insurance. In this manner, CyRide's risk would be similar to other departments within the City of Ames, would be minimal and believes that it would allow the city to be 95% compliant in this area, which is ACA's threshold for financial implications.

Cost Estimate (Based on the # of 30+ Hour Drivers Hired over the Past Two Years and #/% of Employees Accepting Insurance in Arrears): \$23,000

Pros:

- Meets ACA requirements
- Does not require monitoring of variable hour part-time employees that meet the ACA definition of full-time
- Reduces CyRide, Human Resources and Finance time and responsibilities
- Compensates CyRide ¾-time employees the same as other City of Ames departments
- Could increase hiring and retention of drivers
- Could be implemented immediately

Cons:

- Higher annual cost

Staff is seeking board direction on which is the best direction for CyRide to address this last piece of the ACA requirements.

ALTERNATIVES:

1. Approve **offering insurance, at ¾-time rates, to new drivers who choose 30+ hour per week shifts** when they begin employment.
2. Approve monitoring variable part-time CyRide drivers with **ACA software** and direct staff to develop a Request for Proposal to select ACA software.
3. Approve monitoring variable part-time CyRide drivers through a **third-party vendor** and direct staff to develop a Request for Proposal for these services.

RECOMMENDATION:

The Transit Director recommends approval of Alternative #1 to offer insurance to 30+ hour per week drivers. This option meets ACA requirements, lowers the risk of mistakes in implementing a monitoring system, can be implemented immediately, treats ¾-time part-time employees the same across City of Ames and provides a hiring/retention incentive. The small additional cost of this option is outweighed by the additional benefits it provides and, with additional federal dollars this year as a result of the Small Transit Intensive Cities funding, CyRide believes that this additional expense can be accommodated within the budget.

ACA Options for CyRide Drivers

Solution #	Solution Description	Workforce Impact Estimate	Financial Impact Estimate	Est. Timeframe to Implement at CyRide*
1	Reclassify Driver Positions – <ul style="list-style-type: none"> • Work Status - 40 hour (full-time), 30 hour (full-time ACA), under 30 hours (part-time) • No status changes • Mandatory OT for >30 hr. drivers • No OT for <30 hrs. 	<ul style="list-style-type: none"> • Possible reduced service levels • Mandatory OT for >30 hr. employees • Lose drivers (FT and ones that can not conform) – est. 21 drivers • Higher OT costs • Morale issues • Union issues • Higher turnover • More drivers will be offered family plan insurance 	<ul style="list-style-type: none"> • Annual Cost - \$648,229.17 • OT at highest wage earners 	<ul style="list-style-type: none"> • Work policies changes • Rebid drivers shift selection • Meetings with drivers • August 2017
2	Reclassify Driver Positions, Add Variable Positions - <ul style="list-style-type: none"> • Work Status - 40 hour (full-time), 30 hour (full-time ACA), under 30 hours (part-time) • No status changes • Some mandatory OT for >30 hr. drivers • Some OT for <30 hrs. • Add “Variable” employees • Monitor < 30 hr. and variable drivers work hrs. 	<ul style="list-style-type: none"> • Lose schedule flexibility (students) • Lose drivers (FT and ones that can not conform) – est. 10 drivers • Higher turnover • Morale issues • Union issues • Some mandatory OT for >30 hr. employees • Additional admin. costs to monitor hours • More drivers will be offered family plan insurance 	<ul style="list-style-type: none"> • Annual Cost - \$586,718.48 • 2016 -2017 Cost - \$293,359.24 • Some OT at highest wage earners 	<ul style="list-style-type: none"> • January 2017
3	No Change – <ul style="list-style-type: none"> • No change in CyRide work policies • Comply with ACA 	<ul style="list-style-type: none"> • No impact • More administrative cost to monitor hrs. • More employees will be offered family plan insurance 	<ul style="list-style-type: none"> • Cost \$342,878.04 • 2016 -2017 Cost - \$171,439.02 • More individuals than ACA requires would need to be offered family 	<ul style="list-style-type: none"> • January 2017

ACA Options for CyRide Drivers

Solution #	Solution Description	Workforce Impact Estimate	Financial Impact Estimate	Est. Timeframe to Implement at CyRide*
4	Everyone Is Offered Insurance - <ul style="list-style-type: none"> • Family coverage offered to all CyRide employees 	<ul style="list-style-type: none"> • Least administratively burdensome • All employees are provided health insurance opportunity • Positive moral impact 	<ul style="list-style-type: none"> • Annual Cost - \$766,772.16 • 2016 -2017 Cost - \$383,386.03 	<ul style="list-style-type: none"> • January 2017
5	Eliminate Full-Time Employee Positions – <ul style="list-style-type: none"> • All drivers work less than 30 hrs./week 	<ul style="list-style-type: none"> • Current employees with 30+ hours would be lose benefits and hours • Lose employees – est. at 50 • Possible reduced service levels • More difficult to attract non-student drivers • More administrative cost to monitor hours • More supervisory staff/trainers • Union concerns • Create morale issues 	<ul style="list-style-type: none"> • Annual Cost - \$720,789.60 • Reduce overtime costs • Possible higher wage rate to attract drivers 	<ul style="list-style-type: none"> • July 1, 2017 or July 1, 2018

* From the point of decision, employees could be offered insurance within two months.

Transit Director's Report

August 2018

1. Towers Turnaround Update

As part of the CyRide 2.0 service changes, a new bus turnaround was approved to allow the new #25 Gold route to turn the bus around at the Towers Residence Hall (Wallace and Wilson) without traveling through the nearby neighborhood. Iowa State University is serving as project manager for the project and bid this construction project on CyRide's behalf. Construction began in mid-May and has progressed quickly and as of August 2nd will be substantially complete, allowing CyRide to begin using the new infrastructure to train its drivers on the new route prior to school beginning later in August. Iowa State University will be completing the final grading and seeding of the grass later in August. Once the final cost of the project is calculated, the three parties share (CyRide, ISU and City) will be calculated based on the agreed upon funding percentages. Staff will update board members on the final cost of the project as soon as it is available.



2. Public Transit Infrastructure Grant (PTIG) Awards

In May, the Transit Board approved, and staff submitted, a PTIG grant application to the Iowa DOT to support CyRide's HVAC and Bus Wash Replacement project scheduled in CyRide's Capital Improvement Plan for the current budget year. CyRide requested \$594,627 in state support for this project; however, in July, the Iowa DOT Commission approved a PTIG award to CyRide for \$77,585 less for a total state share of \$517,042. While CyRide was one of the systems they choose to award these funds to, it is not sufficient to complete the project as planned. As a result, CyRide's Assistant Director – Fleet and Facilities, Rich Leners, will work with its On Call Architectural firm to determine if there are cost reductions that can be identified to allow the project to move forward as originally intended. This re-evaluation will occur during the fall, with possible bid specifications developed for a January bid. The work would then occur during the summer of 2019 when a project of this magnitude will have a smaller impact on CyRide's daily service.

3. Iowa DOT Award of New Bus Funding

CyRide received official notification that it would receive funding for the purchase of four new buses as a result of the three FY17 federal and state funding programs for new buses. Iowa DOT contracts for funding of these four buses should be received shortly. Once these are received, CyRide will be able to begin negotiations for specific CyRide bus specifications with Gillig under the State of Iowa's 40' bus procurement bid. It is anticipated that staff

would include approval of the final negotiations with Gillig at the September or October board meeting. Once approved by the Transit Board and City Council, a purchase order would be placed and buses delivered approximately 18 months later. In total, it is typically a two-year process to receive buses.

4. Year End Ridership

CyRide ended the fiscal Year (July 1, 2017- June 30, 2018) with a ridership decrease of 1.3% or 85,962 fewer rides. The following breaks down ridership by route:

Route	FY2017 Ridership	FY2018 Ridership	% Change
#1 Red	1,708,493	1,581,409	-7.4%
#2 Green	386,016	366,630	-5.0%
#3 Blue	1,128,142	1,187,975	+5.3%
#4/4A Gray*	116,836	107,588	-7.9%
#5 Yellow	19,317	16,191	-16.2%
#6 Brown	749,850	719,244	-4.1%
#7 Purple	36,197	34,860	-3.7%
#8 Aqua	2,881	2,388	-17.1%
#9 Plum	153,193	148,448	-3.1%
#10 Pink/EASE*	3,440	3,683	+7.1%
#22 Gold*	59,574	51,879	-12.9%
#23 Cardinal	427,463	443,028	+3.6%
#23 Orange	1,794,020	1,777,714	-0.9%
#24 Silver*	238	107	-55.0%
DAR	9,277	8,903	-4.0%
Moonlight Express	60,087	45,846	-23.7%
Shuttles	3,023	76,172	+2,419.7%
Total	6,658,027	6,572,065	-1.3%

* Routes eliminated in CyRide 2.0 service structure. Pink route increase is attributed to May-June ridership increases on the EASE service.

Two factors are believed to have contributed to this ridership decline – ISU’s enrollment decrease and City of Ames development pattern shift from West Ames to south of Campustown (which is walkable to campus).

Development patterns that may modify ridership patterns this next year will include the opening of several larger apartment complexes on Lincoln Way (walkable), S. 16th St. (impact #9 Plum route). If occupancy is high at complexes near campus, it may further decrease occupancy in West Ames (impacting #1 Red, new #11 Cherry and #12 Lilac).

5. RAGBRAI Ridership

On Tuesday, July 24th, CyRide provided 914 rides to RAGBRAI participants on its routes. CyRide drivers noted RAGBRAI participants by their wristbands.

6. CyRide Security System Bids & Award

At the June 2018 board meeting, staff shared with board members that the bids and specifications for the security system would be released shortly and bid award recommendations presented to the board at the August meeting. Unfortunately, this project had to be delayed as additional staff time was needed to address issues with the bus hoist construction project currently under construction. It is anticipated that this project will proceed forward in the fall once the hoist project is completed in September.

7. Electric Bus Study RFP Update

CyRide received two proposals for the Electric Bus Study at the end of July. Staff has been reviewing the information with the goal of recommending award of the project to one of the proposers at the August board meeting. However, the proposals vary significantly in cost (\$49,000 versus \$138,000). Staff will need additional time to have discussions with both firms to determine the reason for this large variation and may need to have a special meeting to either reject both bids or award based on revised, additional information from the firms. Staff will keep the board updated on its progress.

September

<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 Transit Board Mtg. 8:00am	18	19	20	21	22
23	24	25	26	27	28	29
30						

2018