

AMES TRANSIT AGENCY BOARD OF TRUSTEES
CYRIDE CONFERENCE ROOM

December 12, 2018

1. CALL TO ORDER: 7:30 A.M.
2. Approval of November 14, 2018 Minutes
3. Public Comments
4. Five Year Capital Improvement Plan
5. State of Iowa Volkswagen Settlement - Application
6. 2019-2020 Budget
7. Fuel Purchase Bids
8. CyRide Turnaround Payment
9. Quarterly Operation's Report (July – September 2018)
10. Transit Director's Report
11. Set Spring/Summer Meeting Dates/Times: Board member discussion of spring meetings. Potential dates/times:
 - January 10, 2019, 8:30 AM
 - February 14, 2019, 8:30 AM
 - March 14, 2019, 8:30 AM
 - April 11, 2019, 8:30 AM
 - May 9, 2019, 8:30 AM
 - June, 13, 2019, 8:30 AM
 - July 11, 2019, 8:30 AM
12. Adjourn

AMES TRANSIT AGENCY BOARD OF TRUSTEES

AMES, IOWA

November 14, 2018

The Ames Transit Agency Board of Trustees met on November 14, 2018 at 8:30 a.m. in CyRide's Conference room. Vice President Jeffrey called the meeting to order at 8:29 a.m. with Trustees Cain, Nelson, Schinker, Jeffrey and Schrader present. Absent: Trustee Bibiloni.

Public in Attendance: Cathy Brown, ISU Facilities Planning & Management; Lauris Olson, Story County Supervisor; Abigail Andrews; Bob Kindred, Assistant City Manager and Bethany Jorgensen, City of Ames Human Resources Director.

Approval of October 24, 2018 Minutes: Trustee Nelson made a motion to adopt the September 17, 2018 transit board minutes as presented. Trustee Cain seconded the motion. (Ayes: Five. Nays: None.) Motion carried.

Public Comments: No public comments.

Transit Director Recruitment: Director Kyras introduced Bob Kindred, Asst. City Manager, and Human Resources Director, Bethany Jorgensen, who were present to discuss the Transit Director recruitment with board members. Mr. Kindred explained that there were two decisions the board would need to make. First, he discussed the options for searching for a new Director – in-house recruitment or hiring a recruiting firm. The second decision would require board members to determine the level of involvement the board desired in choosing the new Director. He indicated that the board is not in the business of hiring, therefore, board members could take a more active role in screening the applicants or have the city's Human Resources staff narrow the field of candidates to the finalist for board consideration. Mr. Kindred and Ms. Jorgensen then explained the options, as well as benefits, cost and time involved in each.

Trustee Cain asked if the quality and number of applicants would be the same if a recruiter was not used for the search. Mr. Kindred indicated that recruiters could contact others in the industry to potentially find additional candidates that were not actively searching for a new job. Director Kyras shared that she had provided Mr. Kindred with the name of a transit industry recruiting firm, if the board desired to take this approach.

Mr. Kindred inquired about whether Federal Transit Administration (FTA) rules would apply if a Request For Proposal (RFP) was issued to select a recruiting firm. Director Kyras indicated that CyRide staff would look into this question, but that

Assistant Director Leners could help city staff if federal language in the RFP was required.

Trustee Schainker shared that the Director's position is not subject to Civil Service law, which allows more flexibility with the recruiting process.

Trustee Cain inquired about the type of person/experience needed to successfully fulfill the Directors position. Director Kyras shared her thoughts that candidates with a varying background could be successful – Chief Operating Officers (COO) with another transit agency, a Director from a university only transit system, Director or COO from an urban transit system.

Trustee Schainker shared his insight indicating that qualified candidates could be someone working for a larger transit system, but looking to move up in a management position. He also shared that it was a difficult time, with the holiday, to begin a recruitment, but that he believes that Director Kyras had provided significant notice to allow for a successful recruitment. He also mentioned that the recruiting pool for a Transit Director was smaller than other public sector positions, such as a Public Works Director.

Asst. City Manager, Bob Kindred, shared his perspective on a recent Director recruitment, indicating that the Library board discovered that a great deal of time was necessary for board members to select a new Director.

Trustee Schainker shared his belief that it was important for employees to be offered an opportunity to visit with the candidate, and that their opinions should be provided to the Human Resources staff, so that the best selection from all perspectives could be made. He also indicated that if the board desired to hire a recruiting firm, that the cost to hire the firm would need to be addressed in CyRide's current budget.

Trustee Schainker made a motion to begin the Request for Proposal (RFP) process to hire an executive search firm to perform the recruitment for a new Transit Director. Trustee Cain seconded the motion. (Ayes: Five. Nays: None.) Motion carried.

Trustee Nelson made a motion that Trustees Nelson, Jeffrey, and Schainker will serve as the board's subcommittee for this recruitment. Trustee Schrader seconded the motion. (Ayes: Five. Nays: None.) Motion carried.

Facility Site Analysis – Fatal Flaw Analysis: Director Kyras briefly recapped the board's discussion from the October board meeting and explained that staff's focus since that time had been on identifying potential sites west of the city limits. She then

explained the criteria used to narrow the large number of potential sites, which added a new criteria for the site to be south/west of the city limits. She then explained a staff analysis that had been completed indicating that 70% of CyRide's buses began or ended in this area and, if a site could be identified in this area, CyRide's operating costs could be lower. She indicated that the west side analysis resulted in 16 potential sites, but that staff had identified an additional site just outside of this area that was currently for sale that would also meet the criteria and that staff recommended adding to the list of possible parcels. She indicated that with these 17 sites, plus the original ten sites remaining, that there were a total of 27 sites still in consideration. She indicated that staff preferred ten or fewer for further analysis. She then provided staff's recommendation on how to further narrow the sites, which included elimination of three sites from the original list of parcels (1825 Dayton Ave., 1100 S. Dayton Ave. and 5699 Westfield Drive), contacting the owners of the privately-owned parcels to determine availability and completing a field review of the remaining sites. She also provided board members with other possible alternatives to proceed forward.

Trustee Schainker expressed his thoughts that parcels under consideration should be located near/outside of the city limits where CyRide's use will not conflict with properties nearby. He stated that he believes that CyRide's use of a property would be considered "industrial" and this should be located in the fringes of the community.

Director Kyras indicated that depending on the amount of time it would take to receive a response from private property owners, there could be a possibility of updating the board at the December board meeting.

Trustee Schainker asked how CyRide could pay for a private piece of land. Director Kyras indicated that the board had committed approximately \$750,000 for local match in the capital plan for the facility. She indicated that these funds could be used to purchase the land and then the land could be an in-kind grant funding source to allow CyRide to still have the local funds needed to match a grant.

Trustee Schainker asked that if the parcel had more than 15-18 acres available, if CyRide would purchase only a piece of the parcel. Director Kyras said it depended on the parcel, but that this situation would open up additional opportunities to coordinate with HIRTA, Story County's regional transit provider. She indicated that HIRTA is currently leasing property and CyRide could build and lease to HIRTA or HIRTA could provide local match and the grant request could be larger. She indicated that coordination of transit services would strengthen a grant application for facility funding. She indicated that she had, had a preliminary conversation with the HIRTA Executive Director and that they

indicated a preliminary interest in having conversations if this opportunity arose. Lauris Olsen, Story County Supervisor and HIRTA board member, said HIRTA currently rents space behind the strip mall on East Lincoln Way where they dispatch from, but that HIRTA is currently on conducting maintenance from this location. She said they prefer to keep the minibuses inside.

Lauris Olsen asked what the timing for the project would be. Director Kyras responded that the “best case scenario” would be approximately three years, depending on a site selection, submission and approval of a grant application, preparation of construction drawings, bidding and letting.

Trustee Nelson made a motion to approve the elimination of three sites from consideration (1100 S. Dayton Ave. 1825 Dayton Ave., and 5699 Westfield Dr.), contact private land owners and conduct a field site review on the remaining sites. Trustee Schrader seconded the motion (Ayes: Five. Nays: None.) Motion carried.

Transit Asset Management (TAM) Plan: Director Kyras shared background information regarding the TAM Plan requirements and CyRide’s completion of these requirements. She indicated that the plan could provide staff and board members with an additional data point in its decisions on capital needs and a funding plan to meet these need. She indicated that the board had previously approved TAM Performance Targets as a part of these regulations in 2017 and that staff had reviewed these targets in light of the full report required on October 1, 2018. She then provided a comparison of the previous performance targets with those established as part of this plan. Modifications included the elimination of one category (Bus Turnarounds), the addition of one (Minivans) and modification to another (Minibuses). She then provided a summary of the results of the condition assessment of the asset categories included in the TAM Plan. The results were that two categories were below the performance targets established – 40’ and 60’ buses and minibuses. She indicated that staff was in the process of developing CyRide’s Five Year Capital Improvements Plan for the December board meeting and that purchases within these two categories would be addressed in that plan.

Trustee Cain requested more information about how CyRide would be able to reduce the percentage of 40’ and 60’ buses exceeding the standard (ULB) from 45% to 35%. Director Kyras indicated that CyRide would be receiving a new bus in 2019 and Shari Atwood, CyRide’s Transit Planner, indicated that CyRide’s fleet was in the process of being reduced from 103 to 93 vehicles as a result of lower bus needs with the CyRide 2.0 system and that older buses were being removed from the fleet. Director Kyras also pointed out that the categories are broad and incorporate specific pieces that exceed the standard, such as the Bus Wash was

rated poor; however, the facility itself was rated acceptable. She indicated that these specific pieces would also be addressed in the Capital Improvement Plan.

Director Kyras indicated that there would be no board action needed on the TAM Plan; however, the results were informational prior to the board's discussion next month on the Capital Improvement Plan.

Transit Director's Report:

- 1) Electric Bus Update:** Staff is moving forward with the electric bus study with completion of the consultant contract, development of the project schedule and initial meetings with CTE. Director Kyras indicated that the results of the study are scheduled for presentation to board members at the February board meeting.

- 2) Public Meeting Recap/Online Survey Timeline:** Director Kyras gave a recap of the public meeting for CyRide's Fall 2019 Potential Service Changes held November 13, 2018 at the Ames Public Library. She indicated that there were 14 people in attendance and that had provided comments. She also indicated that they represented customers from a variety of routes and interests - Yellow route; Peach route (Vet Med and 24th Street); Gold route (Schilletter Village and traveling to Mall and Walmart); west Ames on the Cherry and Lilac routes, and concerns regarding the elimination of some buses circulating through campus. She indicated that the online survey is available through December 3, 2018 and results to be provided at the January 2019 transit board meeting.

Trustee Schainker asked if there were any surprises from comments that the public had provided. Director Kyras indicated that there were a couple from her standpoint. First, a request for an EASE-type service be added that included the Southdale area. Second, that a customer had suggested switching the Red and Green routes from State Gym to City Hall, which would allow Red route customers from West Areas to be able to travel through campus. She indicated that both were worth considering, but also there were challenges that would negatively impact other customers and CyRide's efficiency.

Shari Atwood added that one customer suggested that a service be added that would allow customers at Schilletter Village to travel north to churches/mall/Walmart, etc. and that Brown route passengers want more southside service on Sunday, as service currently stops at the Towers.

Director Kyras indicated that one suggestion was a reduction in Orange route service; however, other customers disagreed with this suggestion.

Trustee Schrader mentioned he had received concerns from students regarding the time it takes to cross Ontario and Stange and a desire for a pedestrian crossing. Director Kyras indicated that two pedestrian crossing light requests had been forwarded to city and ISU personnel for consideration and the location at Stange and Blankenberg was one of those locations. Director Kyras said she would follow-up with ISU on the status of this request. She indicated the second location at S. Dakota and Steinbeck was a city project and that staff had indicated this crossing light could be implemented next spring. Director Kyras said the crossing at Steinbeck would not require additional CyRide funding to implement.

Fall Meeting Dates/Times:

- December 12, 2018 – 8:30 A.M.

Adjourn: Trustee Schainker made a motion to adjourn the meeting and Trustee Cain seconded the motion. The meeting was adjourned at 9:37 A.M. (Ayes: five. Nays: None.) Motion carried.

Liz Jeffrey, Vice President
Secretary

Joanne Van Dyke, Recording

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees

FROM: Sheri Kyras

DATE: December 12, 2018

SUBJECT: Five Year Capital Improvement Plan

BACKGROUND: Each year, staff develops a five-year Capital Improvement Plan (CIP) to fund needed improvements in its bus fleet, facilities and support services. The plan approved by the Transit Board of Trustees is then incorporated into the City of Ames' Capital Improvement Program in January of each year.

INFORMATION: The projects contained in this year's Five-Year CIP represent purchases as a result of the following factors:

- Purchases approved in or anticipated in grants
- Replacement of equipment at the end of its useful life
- Purchases that are needed to ensure efficient and smooth operations

If approved, CyRide staff would begin to purchase the items contained in the first year of the plan beginning July 1, 2019. The remaining years would not be purchased until the year approaches and are subject to modifications, as they are more fluid in nature due to annual funding increases/decreases. The following information details the CIP's first year purchases, as well as purchases for four additional years. A chart with the projects and cost for each of the five years is attached.

First Year Purchases –

The purchase summary below is recommended for procurement in the 2019-2020 budget year to ensure smooth operation of the transit system and is included in the baseline 2019-2020 budget, included as part of another agenda topic for the December board meeting. A detailed explanation of each anticipated expenditure, by category, is detailed after the chart on the next page.

Purchase	Other Share		Local Share	Total Cost
	Federal	State/GSB	CyRide	
Vehicle Replace.				
3-40' New Buses	\$1,221,960	\$0	\$215,640	\$1,437,600
1-60' New Bus	\$608,360	\$0	\$241,640	\$850,000
6 Minibus (Repaint)	\$0	\$0	\$30,000	\$30,000
Support Vehicle	\$0	\$0	\$30,000	\$30,000
SUBTOTAL	\$1,830,320	\$0	\$517,280	\$2,347,600
Bdg. Expan. & Modern.				
Bus Wash Replacement	\$0	\$517,042	\$129,261	\$646,303
Concrete Replac.	\$0	\$0	\$85,000	\$85,000
A & E Services	\$0	\$0	\$35,000	\$35,000
SUBTOTAL	\$0	\$517,042	\$249,261	\$766,303
Shop/Office Eqt.				
Shop Equipment	\$0	\$0	\$50,000	\$50,000
Air Compressor	\$0	\$0	\$25,000	\$25,000
Computers/Eqt.	\$0	\$0	\$20,400	\$20,400
Forklift	\$0	\$0	\$60,000	\$60,000
SUBTOTAL	\$0	\$0	\$155,600	\$155,600
Bus Stop Improve.				
Concrete at Shelters	\$0	\$0	\$25,000	\$25,000
Bus Stop Signs	\$0	\$0	\$20,000	\$20,000
SUBTOTAL	\$0	\$0	\$45,000	\$45,000
Technology				
Automated Annunciators/AVL	\$440,000	\$0	\$110,000	\$550,000
Radio System	\$0	\$0	\$150,000	\$150,000
Maintenance Software	\$0	\$0	\$50,000	\$50,000
Bus Video System	\$0	\$0	\$60,000	\$60,000
Bus Storage WiFi Upgrade	\$0	\$0	\$25,000	\$25,000
Auto. Pass. Counters	\$0	\$0	\$25,000	\$25,000
SUBTOTAL	\$440,000	\$0	\$420,000	\$860,000
TOTAL	\$2,270,320	\$517,042	\$1,386,941	\$4,174,303
Carryover Local	---	---	\$536,737*	---
Board Closing Balance Committed to Buses	---	---	\$102,520	---
Total 2018-2019 Local	---	---	\$747,684	---

* Excludes \$715,166 committed to local match for facility expansion

After purchase of these items in 2019-2020, the local capital fund closing balance is estimated to be approximately (\$-3,684), which is lower than the current 2018-2019 expected balance (\$536,737), as a result of bus purchases, building and technology projects during the next budget year. The radio purchase/lease may cost CyRide less than budgeted based on preliminary, pre-bid discussions. In summary, CyRide will

require \$747,684 of the \$800,000 transferred from the operating budget to the capital budget. The remaining dollars will be carried over to the 2020-2021 budget year for purchases in that year.

The following briefly discusses each of the purchases, which would be contained in next year's budget.

One, New 60' Bus – CyRide has received 80-85% funding from the Iowa DOT to purchase four, new 40' buses. Additionally, the Ames Area MPO has awarded CyRide \$225,000 for a bus purchase in 2019-2020. With these funds combined, CyRide will be able to “upgrade” one of the 40' buses to a 60' bus to move toward CyRide's goal of operating all articulate buses on the #23 Orange route. With the replacement of a 40' bus with a 60' bus, CyRide will be closer to in meeting its federal **TAM Plan** goal.

Three, New 40' Bus – CyRide has grant funding for three, new 40' buses. CyRide will receive 80-85% state funding for these buses. These buses would replace 40' buses and assist CyRide in meeting its federal **TAM Plan** goal.

Minibus Repainting– In light of CyRide's TAM Plan goal of replacing buses at 8 years and CyRide's current fleet being 67% over this goal, CyRide will need to maintain these vehicles for an extended period of time. As the vehicles have the original paint, they are looking faded and worn. CyRide would repaint six of the minibuses, so that they are aesthetically pleasing and vehicles the public would like to utilize in the coming years.

Support Vehicle - The plan assumes replacement of CyRide's administrative vehicle fleet with one vehicle to be replaced in 2019-2020 (red Terrain). Administrative vehicles are replaced every 4 – 6 years, depending on their condition and available funding.

Bus Wash Replacement - CyRide's current bus wash will be 17 years old at the time of replacement and at the end of its useful life (typically 10 years). This project is eligible, and awarded funding, by the Iowa DOT at an 80% funding share. This portion of CyRide's facility was found to be deficient in the **TAM Plan**.

Concrete Replacement – CyRide would replace the bus turnaround at the Ames Middle School, which serves as an endpoint for the #1 Red route. The concrete is 12 years old and is in deteriorated condition due to the heavy, daily wear and tear on the pavement of turning buses. It has been patched over the years, but must be replaced at this time.

A & E Services – Proposed 2019-2020 capital projects (Bus Wash, preparing drawings for a facility nationally discretionary grant, concrete replacement)

would require engineering services to develop the specific work to be completed and estimate its cost. As a result, CyRide would contract with its on-call architectural and engineering firm to provide these services in preparation of this work.

Shop Equipment/Air Compressor – Seven smaller shop equipment items are scheduled for purchase in the 2019-2020 Capital Plan, as well as a larger purchase for an air compressor as follows:

- **Shop Overhead Crane Hoist**– This equipment would be replaced and is original to the building. Parts are failing on the existing hoist and the equipment is beyond repair.
- **Two 10-Ton Floor Jacks** – This equipment would replace two current floor jacks. The existing equipment is no longer repairable and is more than 15 year old.
- **Storage Racks and Shelves** – This equipment would add additional storage space throughout CyRide’s building to better organize current maintenance/bus equipment.
- **Tire Spreader** – The current equipment is over 36 years old and in poor condition. It is used to spread the tires for repairs to be made.
- **Diagnostic Scan Tool** – This equipment is used on bus engines to identify repair issues, such as when a check engine light comes on. It interfaces with the vehicle. This would be a new piece of equipment.
- **Alternator Mounting Arm Tool** – This equipment would address CyRide’s health and safety by assisting with alternator replacements, which require mechanics to be in an awkward position.
- **Battery Room Eye Wash & Shower Station** – This would be a replacement as CyRide’s current eye wash and shower station does not meet code.
- **Air Compressor** – CyRide’s air compressor will be 36 years old at the time of replacement and will have exceeded its useful life.

Computers/Eqt. - CyRide would purchase three computers (in accordance with the City of Ames computer procurement schedule), two stand-up desks and three desk chairs during the 2019-2020 budget year. The stand-up desk would be new and the computers/desk chairs would be replacements.

Forklift – CyRide’s current forklift was purchased used and is in excess of 35 years old. Additionally, for the size of CyRide’s current facility it is undersized.

Concrete at Shelters – As a result of federal regulation changes, CyRide must now complete an environmental and historical analysis on each new bus stop that utilizes federal funds. As a result, small concrete projects are delayed for months with a significant amount of work required to receive federal approval.

As a result, staff has segmented some improvements into smaller projects and will utilize local funds to complete this work in a more timely manner.

Bus Stop Signs – Under this project, CyRide would redesign its bus stop sign, incorporating the AVL QR code into the design of the sign. The current signs were developed over 27 years ago and a fresh new look would benefit CyRide’s image.

Automated Annunciators/AVL – The ISU disability community has requested that automated annunciator technology be added to the buses. This technology works with the buses’ GPS system to identify its location and automatically use the public address system to announce the bus stop locations for visually-impaired individuals. This technology also aids new customers to CyRide’s system each year. As a part of this project the bus’ AVL system may allow for upgrades at the same time as the annunciators are installed. This program began in 2018-2019 with a demonstration project and this equipment could be installed on the entire fleet over the 2018-2019 and 2019-2020 years.

Radio System – The City of Ames is working with Story County to develop a comprehensive radio system that can be used by emergency services, as well as city and county departments to communicate internally, as well as externally. This project will be implemented during 2019-2020. It will require CyRide to purchase or lease new hardware/software to be able to communicate with other governmental entities. The cost of this upgrade is estimated at up to \$150,000 for CyRide to purchase/lease radios for all of its 105 bus and support vehicles.

Maintenance Software – CyRide’s current maintenance software is 11 years old and is a generic program developed for private fleet maintenance of vehicles. As transit buses have unique characteristics, a transit-specific maintenance software program would allow CyRide staff to not only document maintenance for each of its 105 vehicles, but also begin identifying trends and more proactively address maintenance issues, so that it reduces the impact on CyRide’s customers with fewer issues in daily service and positively impacts the transit system’s expenses.

Bus Video System – CyRide places interior and exterior cameras on its buses that are used to investigate customer complaints, accidents and identify operational issues. CyRide has developed a program to systematically replace these cameras on its existing buses each year.

Bus Storage WiFi Upgrade – CyRide’s bus storage currently has 10 WiFi receivers installed in its building, which allow the buses to download video, as well as passenger counts automatically. However, this system is not adequate to provide reliable coverage over the entire storage facility. There are “dead” areas where the information is not able to be downloaded. The City of Ames IT Department has

completed a study that indicated that CyRide would need to add 25-30 additional receivers to provide reliable download capability. This would be a three-year project which will begin in 2019-2020, continue in 2021-2022, with completion in 2022-2023.

Automatic Passenger Counters (APC) – This is a four year project that began in 2018-2019, therefore, the 2019-2020 budget year will be the second of four years. Each year CyRide will install three to four APC units. It is the desire to have all #23 Orange route buses installed with these units, so that customers can use all three doors of the articulated/40' buses to enter/exit the bus; thereby decreasing the amount of time at each bus stop. Additionally, two-three more buses would be equipped with this technology, so that they could be used to collect federally-required passenger counts and when buses are scheduled for maintenance of the bus or equipment.

Remaining Four Years (2020-2021 – 2023-2024):

Assumptions made for major purchases in future years of the Capital Improvement Plan include the following items, which are contained in the attached City of Ames Capital Improvement Plan information sheets:

40' and 60' Buses - One to four buses are scheduled each year of the four remaining years of the CIP, averaging approximately \$900,000 per year in new bus purchases. These purchases would replace existing buses beyond their useful life, while maintaining a fleet of 93 buses. These buses would replace 40' buses and assist CyRide in meeting its federal **TAM Plan** goal. 2020-2021, 2022-2023, 2023-2024

Minibuses – The last four years of the plan assumes the expenditure of \$135,000 per year for new or used minibuses. CyRide has eight minibuses. The systematic replacement of these buses has been accelerated in this year's CIP beginning with the purchase of one minibus in 2020-2021. Additionally, customers refer to CyRide's fleet of minibuses as the "shake, rattle and roll" buses, as they become noisy when operated past the manufacturers' useful life at 5 years. These buses would replace minibuses and assist CyRide in meeting its federal **TAM Plan** goal. 2020-2021, 2021-2022, 2022-2023, 2023-2024

Support Vehicles – The plan assumes replacement of one administrative vehicle per year, except for 2020-2021, for a total, four-year cost of \$90,000. Administrative vehicles are replaced every 4 – 6 years, depending on condition and fiscal constraints. 2021-2022, 2022-2023, 2023-2024

Dial-A-Ride Bus and Van – In 2015-2016, CyRide replaced/purchased new, both vehicles it leases to HIRTA for operation of CyRide's Dial-A-Ride service. These

vehicles are four to five-year vehicles per Federal Transit Administration guidance; however, CyRide has scheduled their replacement in 2021-2022 and 2022-2023 (six years) at a cost of \$58,418 and \$95,926, respectively. 2021-2022, 2022-2023

Building Expansion & Modernization – This plan assumes the following:

- High Speed Fueling System - CyRide would replace its fuel dispensing system with a high speed fueling system. The current system was installed in 2003 with used equipment at that time. The new system would allow for quicker, more efficient fueling and significant reduction in fuel spillage due to the new design that sync's with the bus' fuel intake (\$250,000). 2021-2022
- HVAC System - CyRide's HVAC system, above the maintenance shop, 1990 addition and the bus wash areas, would be replaced over the summer of 2021 (\$750,000 in 2020-2021 and \$250,000 in 2021-2022) at an 80% state share through a possible state grant. This portion of CyRide's facility was found to be deficient in the **TAM Plan**. 2020-2021, 2021-2022
- Facility Expansion - CyRide has begun the process to identify a facility expansion solution to accommodate buses parked outside and to have the space required to operate its bus fleet in the future. It is assumed that an approved plan will have been developed by spring 2019 to be able to be able to apply for a federal/state grant for a portion of the facility's solution in each of these years - \$500,000 to \$750,000 per year. 2021-2022, 2022-2023, 2023-2024
- Concrete - Concrete repairs in the last four years of the Capital Improvement Plan will be used at CyRide's facility, as needed, to keep the pavement in a state of good repair (\$40,000 per year). 2020-2021, 2021-2022, 2022-2023, 2023-2024
- WiFi Upgrade – Adding WiFi receivers within CyRide's bus storage to allow for reliable, efficient downloading of data from the buses (\$25,000). 2021-2022 and 2022-2023

Bus Video Systems – CyRide currently has video systems in all of its buses. This equipment has a useful life of 4-5 years. As a result, CyRide would need to replace video systems on at least five and up to twelve buses each year to ensure that these systems are available for incidents that occur on the buses, for a four-year total of \$200,000. These systems have become a valuable tool in the management of CyRide's system, as well as, for law enforcement at the university and city. 2020-2021, 2021-2022, 2022-2023, 2023-2024

Shop and Office Equipment – This plan assumes \$14,400 to \$20,400 per year to upgrade computers, purchase stand-up desks and replace office chairs as they are more than 12 years old and \$25,000 to \$50,000 per year in shop equipment

would be needed to ensure smooth operation in the administrative and maintenance areas. The specific shop equipment to be purchase is identified in the year it is to be purchased. 2020-2021, 2021-2022, 2022-2023, 2023-2024

A & E Services - Proposed capital projects in the four year period (Facility Expansion, High Speed Fueling, HVAC) would require engineering services to identify the specific work to be completed and estimate their cost. As a result, CyRide would contract with its on-call architectural and engineering firm to provide these services in preparation of this work up at a cost of \$35,000 to \$50,000 per year. 2020-2021, 2021-2022, 2022-2023, 2023-2024

Concrete at Shelters - As a result of federal regulation changes, CyRide must now complete an environmental and historical analysis on each new bus stop that utilizes federal funds. As a result, small concrete projects are delayed for months with a significant amount of work required to receive federal approval. As a result, staff has segmented these smaller projects and will utilize up to \$25,000 per year in local funds to complete this work in a timely manner. 2020-2021, 2021-2022, 2022-2023, 2023-2024

Automatic Passenger Counters (APC's) – CyRide would purchase up to three to four units in 2020-2021 and 2021-2022 for a total of 9 -12 buses with this technology (this number includes the 2018-2019 and 2019-2020 units as well). This will allow all #23 Orange route buses to be equipped with the technology and have backup buses for times when these buses are in for repairs. The total cost for these two years is \$50,000. 2020-2021, 2021-2022

Bus Stop Improvements– CyRide continues to emphasize its bus stop improvement program and has included a \$50,000 annual commitment in the last three years of the plan for a total of \$150,000, of which 80% will be paid through federal grants. 2021-2022, 2022-2023, 2023-2024

Administrative Office Technology - The video/audio technology in CyRide's two conference rooms (2nd Floor and training room) is obsolete, cumbersome and not adequate for the room's uses. This capital project would develop, with an expert in the field, a new system for these two rooms that would meet CyRide's needs today and in the future. The 2020-2021 project would address CyRide's second floor conference room needs; the 2021-2022 project would address CyRide's training room needs. 2020-2021 and 2021-2022

Flooring Upgrade – The carpet in the administrative offices is becoming worn. As a result, CyRide would replace the carpet in its hallways, offices and conference rooms (\$25,000). 2021-2022

Additionally, in the 2014-2015 capital plan, the Transit Board approved \$200,000 in local grant matching funds for expansion of CyRide's bus storage. The board also committed \$515,166 from the 2016-2017 closing balance for this expansion; therefore, to-date CyRide has \$715,166 committed for local match for a facility project. This amount will be held in a reserve until state or federal dollars can be secured and an expansion plan developed to begin a facility expansion project. Also, the 2017-2018 uncommitted closing balance above 10% of operating expenses and federal operating dollars could add to this balance – up to approximately \$650,000.

ALTERNATIVES:

1. Defer action on the Five Year Capital Plan until the January 2019 Transit Board meeting.
2. Approve the Five Year Capital Improvement Plan as presented.
3. Approve the Five Year Capital Improvement Plan, with board modifications.
4. Do not approve the Five Year Capital Improvement Plan.

RECOMMENDATION:

The Transit Director recommends Alternative #1 to defer action until January in order to give board members time to review the plan or Alternative #2 to approve the plan, dependent upon the Transit Board's comfort of the planned capital improvements at the time of the December board meeting.

TRANSPORTATION - TRANSIT

EXPENDITURES:	TOTAL	2019-20	2020-21	2021-22	2022-23	2023-24
Vehicle Replacement	6,706,329	2,347,600	1,478,300	557,918	1,623,958	698,553
Building Expansion and Modernization	4,386,303	766,303	825,000	1,115,000	840,000	840,000
CyRide Shop/Office Equipment	400,000	155,400	45,400	70,400	64,400	64,400
Bus Stop Improvements	295,000	45,000	25,000	75,000	75,000	75,000
Technology Improvements	1,230,000	860,000	125,000	120,000	75,000	50,000
Total Expenditures	13,017,632	4,174,303	2,498,700	1,938,318	2,678,358	1,727,953
REVENUES:						
City:						
Transit Fund	4,666,419	1,466,941	884,420	758,984	894,964	661,110
Other:						
FTA - 5339 / ICAAP	4,054,171	1,605,320	789,280	314,334	918,394	426,843
FTA - 5310 Annunciators	360,000	360,000				
Elderly / Disabled	120,000			40,000	40,000	40,000
State of Iowa PTIG	2,917,042	517,042	600,000	600,000	600,000	600,000
STP Funds	900,000	225,000	225,000	225,000	225,000	
Total Revenues	13,017,632	4,174,303	2,498,700	1,938,318	2,678,358	1,727,953

CYRIDE VEHICLE REPLACEMENT

PROJECT STATUS: Cost Change, Revenue Change Advanced

City of Ames, Iowa
Capital Improvements Plan

DESCRIPTION/JUSTIFICATION

CyRide will replace/expand its bus fleet by five used buses each year to meet ridership demand and replace vehicles that can no longer be operated in daily service. Additionally, CyRide anticipates future state funding for new buses through the state's capital funding allocation process. CyRide has five vehicles used for administrative support and in the operations division for drivers to switch shifts. These vehicles are on a four- to six-year replacement schedule, ultimately replaced when they no longer are mechanically sound. The two maintenance trucks are on a ten-year replacement cycle. Dial-A-Ride vehicles are replaced every 4-6 years.

In total, these purchases are programmed as follows:

- 2019/20: Replace three 40' buses (\$1,437,600); replace one 40' bus with a new 60' bus (\$850,000); repaint six minibuses (\$30,000); replace administrative vehicle (\$30,000)
- 2020/21: Purchase one 40' bus (\$493,300); replace one 40' bus with a new 60' bus (\$850,000); replace with one, new minibus (\$135,000)
- 2021/22: Replace with three, new minibuses (\$334,500); replace with two used minibuses (\$135,000); replace administrative vehicle (\$30,000); replace the Dial-A-Ride van (\$58,418)
- 2022/23: Replace one 40' bus with a new 60' bus (\$850,000); replace one 40' bus (\$513,032); replace with one, new minibus (\$135,000); replace administrative vehicle (\$30,000); replace the Dial-A-Ride bus (\$95,926)
- 2023/24: Replace one 40' bus (\$533,553); replace with one, new minibus (\$135,000); replace administrative vehicle (\$30,000)

COMMENTS

The new buses will be funded with 80% federal funding, including the State of Iowa's Iowa Clean Air Attainment Program (ICAAP) funds that are a distribution of federal dollars. For budget year's 2019/20, 2020/21, and 2021/22 the Ames Area MPO approved \$225,000 each year to assist in funding the purchase of new articulated buses.

LOCATION

CyRide, 601 N. University Boulevard

	TOTAL	2019/20	2020/21	2021/22	2022/23	2023/24
COST:						
Large Buses - 40' New	2,977,485	1,437,600	493,300		513,032	533,553
Large Buses - 60' New	2,550,000	850,000	850,000		850,000	
Mini Buses - New	334,500			334,500		
Used Buses	570,000	30,000	135,000	135,000	135,000	135,000
Administrative Vehicles	120,000	30,000		30,000	30,000	30,000
Dial-A-Ride Bus/Van	154,344			58,418	95,926	
TOTAL	6,706,329	2,347,600	1,478,300	557,918	1,623,958	698,553
FINANCING:						
Transit Fund	1,752,158	517,280	464,020	18,584	480,564	271,710
PTMS Funds	4,054,171	1,605,320	789,280	314,334	918,394	426,843
STP Funds	900,000	225,000	225,000	225,000	225,000	
TOTAL	6,706,329	2,347,600	1,478,300	557,918	1,623,958	698,553

CYRIDE BUILDING EXPANSION & MODERNIZATION

PROJECT STATUS: Scope Change Cost Change
 Revenue Change

City of Ames, Iowa
 Capital Improvements Plan

DESCRIPTION/JUSTIFICATION

CyRide's original bus storage building is 34 years old and major components of the building are at the end of their useful life. Additionally, the facility is housing more vehicles than it was originally designed for, creating higher wear and tear on the facility and a need to explore expansion options. As a result, this plan has been developed to keep the current facility in a state of good repair, as is required by the Federal Transit Administration:

- 2019/20: Replace CyRide's bus wash system (\$646,303); concrete replacement (\$85,000); A & E Services (\$35,000)
- 2020/21: Replace HVAC system (\$750,000); concrete replacement (\$40,000); A & E Services (\$35,000);
- 2021/22: Replace HVAC system (\$250,000); construct an addition onto a new/existing facility (\$500,000); concrete replacement (\$40,000); A & E Services (\$50,000); flooring upgrade (\$25,000); replace fueling system with a high-speed fueling system (\$250,000)
- 2022/23: Construct an addition onto a new/existing facility (\$750,000); concrete replacement (\$40,000); A & E Services (\$50,000)
- 2023/24: Construct an addition onto a new/existing facility (\$750,000); concrete replacement (\$40,000); A & E Services (\$50,000)

COMMENTS

The HVAC units are 34 years old. CyRide's bus washer will be 17 years old at the time of replacement, which is past the expected 10-year life for this type of equipment. The concrete work is for CyRide's bus turnaround at Ames Middle School and CyRide's facility where the pavement is crumbling under the weight of the buses after 12 year of heavy usage. The A & E services would provide technical expertise during the various construction projects, as well as assisting with the preparation of bid documents. The flooring upgrade would replace carpet in the administrative portion of the building. The new high speed fueling system would allow current employees to fuel each bus in less time reducing expenses. This CIP assumes a plan to expand CyRide's facility is developed and funded in a grant over this next year and that this plan/facility will be built in pieces as funding is identified. To-date, CyRide has reserved \$715,166 in local match dollars for a grant to begin constructing more facility space.

LOCATION

CyRide, 601 N. University Boulevard

	TOTAL	2019/20	2020/21	2021/22	2022/23	2023/24
COST:						
Architectural/Engineering	220,000	35,000	35,000	50,000	50,000	50,000
Equipment	2,046,303	731,303	790,000	525,000		
Construction	2,120,000			540,000	790,000	790,000
TOTAL	4,386,303	766,303	825,000	1,115,000	840,000	840,000
FINANCING:						
Transit Fund	1,469,261	249,261	225,000	515,000	240,000	240,000
State of Iowa - PTIG	2,917,042	517,042	600,000	600,000	600,000	600,000
TOTAL	4,386,303	766,303	825,000	1,115,000	840,000	840,000
PROGRAM - ACTIVITY:		DEPARTMENT:	ACCOUNT NO.			
Transportation - Transit		CyRide	552-1159-439			
			552-1169-439			

CYRIDE SHOP AND OFFICE EQUIPMENT

PROJECT STATUS: No Change

City of Ames, Iowa
Capital Improvements Plan

DESCRIPTION/JUSTIFICATION

This project is to address replacement of shop and office equipment used for CyRide operations. While a majority of the 2019/20 – 2023/24 shop purchases in this category are smaller items where replacement need is less predictable, they have been generally described in this CIP. Specific shop needs will be identified annually to efficiently operate CyRide and address OSHA, Department of Natural Resources, and other federal requirements as they are implemented, at a total cost of \$25,000 to \$50,000 per year, plus larger equipment as described below. Additionally, three to six computers, laptops and printers, as well as replacement of office chairs and standup style desks will be funded each year at an estimated cost of \$14,400 to \$20,400 per year.

2019/20 – 2023/24 larger equipment purchases include:

- 2019/20 – Replace CyRide’s current forklift (\$60,000); replace an air compressor (\$25,000)

COMMENTS

The 2019/20 smaller shop and office equipment expenditures include the replacement of three computers, three chairs and two standup desks, as well as the following shop equipment:

- Shoe Overhead Crane Hoist (\$10,200)
- Two 10 Ton Floor Jacks (\$2,400)
- Storage Racks and Shelving (\$7,600)
- Battery Room Eye Wash & Shower Station (\$9,800)
- Tire Spreader (\$10,000)
- Diagnostic Scan Tool (\$7,500)
- Alternator Mounting Arm Tool (\$2,500)

CyRide’s Air Compressor will be 36 years old at the time of replacement and will have exceeded its useful life. CyRide’s forklift is 36 years old and is becoming unreliable and expensive to repair.

LOCATION

CyRide, 601 N. University Boulevard

	TOTAL	2019/20	2020/21	2021/22	2022/23	2023/24
COST:						
Computers/ Office Equipment	90,000	20,400	20,400	20,400	14,400	14,400
Forklift	60,000	60,000				
Shop Equipment	225,000	50,000	25,000	50,000	50,000	50,000
Air Compressor	25,000	25,000				
TOTAL	400,000	155,400	45,400	70,400	64,400	64,400
FINANCING:						
Transit Fund	400,000	155,400	45,400	70,400	64,400	64,400
TOTAL	400,000	155,400	45,400	70,400	64,400	64,400
PROGRAM - ACTIVITY:		DEPARTMENT:	ACCOUNT NO.			
Transportation - Transit		CyRide	552-1159-439			

BUS STOP IMPROVEMENTS

PROJECT STATUS: Cost Change

City of Ames, Iowa
Capital Improvements Plan

DESCRIPTION/JUSTIFICATION

One of the most frequently requested customer suggestions received by CyRide is regarding the condition or lack of amenities at its more than 450 bus stop locations throughout the city. Therefore, over the next five-year period (2019/20 through 2023/24), CyRide will install two to three new bus shelters and move existing bus shelters to new locations each year, thereby increasing the total number of bus shelters for CyRide’s customers. The specific locations will be identified each year based on CyRide’s ability to complete installation at sites that year and the bus stop priority list based on a previous bus stop improvements study. In addition to shelters and concrete pads; amenities and connections to sidewalks will be included to make using the bus easier for customers. In total, approximately \$50,000 per year in improvements will be completed each year beginning in 2021/22 through 2023/24.

Additionally, a number of these improvements are small improvements, but must now complete a historical and environmental process under new federal regulations. This can take up to four months to document and received federal approval. In order to be more responsive to its customers, CyRide will budget an additional \$25,000 each year of the five year CIP in local dollars for these smaller projects so that they can more quickly be accomplished.

In 2019/20, CyRide will design a new bus stop sign and install these at its bus stop locations (\$20,000). Current signage is more than 20 years old, with many signs needing to be replaced. This project will allow for a fresh, new image and replace signs that would need to be replaced due to wear from the outdoor elements.

COMMENTS

Funding for these improvements will be provided by 80% federal dollars administered under a grant from the State of Iowa and 20% local funding from CyRide’s budget.

LOCATION

Various locations throughout Ames

	TOTAL	2019/20	2020/21	2021/22	2022/23	2023/24
COST:						
Pads, Benches, Shelters	150,000			50,000	50,000	50,000
Concrete	125,000	25,000	25,000	25,000	25,000	25,000
Bus Signs	20,000	20,000				
TOTAL	295,000	45,000	25,000	75,000	75,000	75,000
FINANCING:						
Transit Fund	175,000	45,000	25,000	35,000	35,000	35,000
Federal 5310 Grants	120,000			40,000	40,000	40,000
TOTAL	295,000	45,000	25,000	75,000	75,000	75,000
PROGRAM - ACTIVITY:		DEPARTMENT:	ACCOUNT NO.			
Transportation - Transit		CyRide	552-1159-439 552-1169-439			

CYRIDE TECHNOLOGY IMPROVEMENTS

PROJECT STATUS: Scope Change Cost Change

City of Ames, Iowa
Capital Improvements Plan

DESCRIPTION/JUSTIFICATION

Over the past several years, advancements in transit technology have grown significantly. As a result, CyRide will incorporate the following:

- **Automated Annunciators/AVL (New)** – Equipment that uses GPS system on bus to automatically call out bus stop locations. This is a multi-year project to equip every bus with this technology that began in 2018/19, the two-year estimated cost is \$950,000 (80% federal funding). FY2019/20 - \$550,000.
- **Bus Video Systems (Replace)** – Camera system on the inside/outside of the bus. Five to 12 systems replaced each year - \$50,000 to \$60,000 annually.
- **Radios (Replace/Enhance)** – The City of Ames will be switching to a new emergency radio system and CyRide’s radios are a part of this new system. It is estimated that \$150,000 will be needed to purchase and/or lease equipment for its 105 total vehicles in 2019/20.
- **Maintenance Software (Replace/Enhance)** – CyRide’s current maintenance software is a generic product designed for non-transit fleets and more than 11 yrs. old. Therefore, a transit specific software program will allow CyRide’s to better monitor its repairs/identify trends. This is a Federal Transit Administration priority - \$50,000 in 2019/20.
- **Automatic Passenger Counters (New)** - Up to 25 Automatic Passenger Counters (APCs) will be purchased each year in 2019/20, 2020/21 and 2022/23 to assist CyRide in counting passengers as they board the bus, thereby decreasing boarding time on its routes (\$25,000 per year).
- **Administrative Building Technology (Replace/Enhance)** – CyRide’s administrative office building is 12 years old and its conference room technology is outdated/inadequate for current uses. In 2020/21 and 2021/22, CyRide will replace this technology at \$50,000 and \$20,000 per year, respectively.
- **Building WiFi Upgrade (Enhance)** – CyRide’s bus storage area currently has 10 WiFi receivers. A study by the City’s IT Department indicated that the bus storage facility needs 35-40 receivers. In 2019/20 and again in 2021/22 and 2022/23, CyRide will increase coverage at a cost of \$25,000 per year.

COMMENTS

LOCATION

CyRide, 601 N. University Boulevard

	TOTAL	2019/20	2020/21	2021/22	2022/23	2023/24
COST:						
Bus Security Cameras	260,000	60,000	50,000	50,000	50,000	50,000
Annunciators	450,000	450,000				
Radio System Upgrade	150,000	150,000				
APCs	75,000	25,000	25,000	25,000		
GPS Tracking System	100,000	100,000				
Maintenance Software	50,000	50,000				
WiFi Upgrade	75,000	25,000		25,000	25,000	
Technology	70,000		50,000	20,000		
TOTAL	1,230,000	860,000	125,000	120,000	75,000	50,000
FINANCING:						
Transit Fund	870,000	500,000	125,000	120,000	75,000	50,000
5310 Funds	360,000	360,000				
TOTAL	1,230,000	860,000	125,000	120,000	75,000	50,000

CyRide Capital - FY17 to FY24 Revised

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		FY18	FY19	FY20	FY21	FY22	FY23	FY24
Capital		Actual						
Beginning Balance		\$ 1,789,144	\$ 753,963	\$ 536,737	\$ (3,684)	\$ (1,784)	\$ 63,232	\$ (7,732)
State/Federal Building	80%	\$ 50,598						
PTIG Building	80%		\$ 406,009	\$ 517,042	\$ 600,000	\$ 600,000	\$ 600,000	\$ 600,000
State/Federal Bus (60' Bus)	80%			\$ 383,360	\$ 394,640		\$ 431,228	
State/Federal Bus (40' Bus)	80%	\$ 1,063,152	\$ 364,000	\$ -	\$ 394,640	\$ 314,334	\$ 487,166	\$ 426,843
STBG Money				\$ 225,000	\$ 225,000	\$ 225,000	\$ 225,000	
State/Federal Bus	85%			\$ 1,221,960				
State/Federal Bus	85%							
State/Federal Bus	90%							
State/Federal Bus Stops	80%	\$ 19,225	\$ 24,890	\$ -	\$ -	\$ 40,000	\$ 40,000	\$ 40,000
State/Federal Needs Anal.	80%	\$ 9,348						
State/Federal Bus Annunciators	80%		\$ 240,000	\$ 360,000	\$ -	\$ -	\$ -	\$ -
STIC Money					\$ 62,320			
ISU Parking		\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000
Interest		\$ 17,838	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000
GSB								
Capital Transfer		\$ 460,000	\$ 800,000	\$ 902,520	\$ 800,000	\$ 800,000	\$ 800,000	\$ 800,000
Capital Revenues		\$ 1,637,161	\$ 1,867,899	\$ 3,633,882	\$ 2,500,600	\$ 2,003,334	\$ 2,607,394	\$ 1,890,843
Total Available		\$ 3,426,305	\$ 2,611,863	\$ 4,170,619	\$ 2,496,916	\$ 2,001,650	\$ 2,670,626	\$ 1,883,111
	Grants							
Building (Grants) Pits	5309	\$ 100,834						
Roof Replacement	PTIG							
Hoists Repair	PTIG		\$ 506,261					
Bus Wash Rehab	PTIG			\$ 646,303				
HVAC Replacement	PTIG				\$ 750,000	\$ 250,000		
Facility Expansion	PTIG					\$ 500,000	\$ 750,000	\$ 750,000
Articulated Bus (Grants)				\$ 850,000	\$ 850,000		\$ 850,000	
Bus (Grants)								
Bus (Grants)		\$ 1,339,410	\$ 455,000	\$ 1,437,600	\$ 493,300	\$ 334,500	\$ 513,032	\$ 533,553
		2 ICAAP, 1 PTMS	1 ICAAP 80% Plum	1 PTMS ICAAP 80%, 3-40' buses 85%	1-40' buses, 1 is for Linc @ 80%	3 Minibus	1-40' bus, 1 is PTMS funded @ 80%	1-40' bus
HIRTA Bus	5310				\$ -		\$ 95,926	
HIRTA Van	5310					\$ 58,418	\$ -	\$ -
Bus Stop Shelters	5310	\$ 168,887	\$ 31,113			\$ 50,000	\$ 50,000	\$ 50,000
Annunciators / AVL	5310		\$ 300,000	\$ 450,000				
Needs Analysis	5309	\$ 11,686						
AVL								
Facility Local								
AVL (Local)			\$ 100,000	\$ 100,000				
Building (Local)								
Buses (Local)		\$ 10,557	\$ -	\$ -	\$ -			
Minibuses (Used)				\$ 30,000	\$ 135,000	\$ 135,000	\$ 135,000	\$ 135,000
Painting Buses								
Video Systems		\$ 65,064	\$ 60,000	\$ 60,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Support Vehicle			\$ 30,000	\$ 30,000		\$ 30,000	\$ 30,000	\$ 30,000
			Terrain (White 2014)	Terrain (Red 2015)	Fusion (2016)			
Shop Trucks		\$ 93,410	\$ 50,000					
Shop Equipment		\$ 4,287	\$ 50,000	\$ 50,000	\$ 25,000	\$ 50,000	\$ 50,000	\$ 50,000
Computers/Office Equip.		\$ 125	\$ 34,000	\$ 20,400	\$ 20,400	\$ 20,400	\$ 14,400	\$ 14,400
Fluid Mangement								
Electric Holst		\$ 95,236						
Concrete		\$ 13,245	\$ 50,000	\$ 85,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000
Concrete (Shelters)			\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
A&E Services		\$ 34,310	\$ 35,000	\$ 35,000	\$ 35,000	\$ 50,000	\$ 50,000	\$ 50,000
Bus Stop Signs				\$ 20,000				
Security System (Building)			\$ 200,000					
Flood Pumps		\$ -	\$ 96,752					
Landscaping		\$ 11,698						
HR Software		\$ 8,427						
Forklift				\$ 60,000				
Radios				\$ 150,000				
Maint. Software				\$ 50,000				
EIFS Coating			\$ 25,000					
APC's			\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000		
High Speed Fueling						\$ 250,000		
Technology					\$ 50,000	\$ 20,000		
Flooring Upgrade						\$ 25,000		
WIFI Upgrade				\$ 25,000		\$ 25,000	\$ 25,000	
Air Compressor (Shop)				\$ 25,000				
Capital Expenses		\$ 1,957,176	\$ 2,075,126	\$ 4,174,303	\$ 2,498,700	\$ 1,938,318	\$ 2,678,358	\$ 1,727,953
Ending Balance		\$ 1,469,129	\$ 536,737	\$ (3,684)	\$ (1,784)	\$ 63,232	\$ (7,732)	\$ 155,158
Building Reserve		\$ 715,166						
Balance without Building		\$ 753,963	\$ 536,737	\$ (3,684)	\$ (1,784)	\$ 63,232	\$ (7,732)	\$ 155,158

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees
FROM: Sheri Kyras
DATE: December 12, 2018
SUBJECT: State of Iowa Volkswagen Settlement – Application

BACKGROUND: A new funding program, administered by the State of Iowa Department of Transportation (Iowa DOT), was recently announced. This is the Volkswagen (VW) Settlement, which is a national settlement as a result of this firm's violation of the Clean Air Act through computer software designed to perform differently during normal vehicle operations than during emissions tests. The State of Iowa's share is \$21 million, which will be distributed in three funding cycles. Grant Information regarding applications for the **first funding cycle** is as follows:

- \$4.9 million will be distributed in Iowa for projects in three categories: School, shuttle and transit buses (\$3.15 million), freight and port drayage trucks (\$1.05 million), and non-road transport & Equipment (\$.7 million).
- Funding for transit buses is available for the following: replacement or repowering of 2009 or earlier vehicles with one of the following:
 - New diesel bus (\$100,000 maximum or 25%, whichever is less)
 - Alternative Fueled (\$175,000 maximum or 25%, whichever is less)
 - Electric Buses (\$300,000 maximum or 45%, whichever is less)
 - Electric Charging Stations (\$10,000 maximum or 45%, whichever is less)
- Funds can be used as local match toward a federal award for a project
- Applications are due by 5 pm CST on January 18, 2019
- Estimated grant execution: March 2019
- Projects must be completed within 2 years – March 2021
- Maximum allocation per agency: \$500,000

All vehicles that are funded under this program will need to be sold for scrap after permanently disabling the vehicle, as they are not able to be sold for use by another entity.

INFORMATION: CyRide staff has reviewed its planned bus purchases to determine opportunities to apply for this new, temporary funding program for bus replacement. CyRide received funding from the Iowa DOT for four, new buses in the spring of 2018 (4 – 40' buses, with one of these vehicles upgraded to a 60' bus using additional Ames Area MPO and local

dollars). Staff proposes asking for the local share for the three, 40' buses to be purchased (replacing vehicles #711, #712 and #716 – 1993 Gillig buses) as the timing for delivery of these buses is possible within the two year completion date requirement. Below are the details for the federal, CyRide and VW local match for the buses.

Original Funding Plan (in Capital Plan)	Original Funding	Proposed Funds if VW Grant is Received	Proposed Funding
Federal Grant (85%)	\$1,221,600	Federal Grant (85%)	\$1,221,600
CyRide Local Dollars (15%)	\$215,640	CyRide Local Dollars (3%)	\$45,000
		VW Settlement Grant (12%)	\$170,640
Total	\$1,437,240	Total	\$1,437,240

While the VW Settlement funds could provide all of the local match needed (15%), by contributing 3% of the funds from local funding sources, it is believed that CyRide’s chances of receiving a grant award will be improved. If CyRide is successful in receiving a VW settlement grant in this first cycle of its distribution, these funds would allow \$170,640 in local dollars (capital budget and closing balance dollars) to be used for additional capital needs.

ALTERNATIVES:

1. Approve submitting a Volkswagen Settlement grant by January 18, 2019 to the Iowa DOT in the amount of \$170,640 for the purchase of three, 40' buses.

2. Do not prepare and submit a Volkswagen Settlement grant to support CyRide’s vehicle replacement program.

RECOMMENDATION:

The Transit Director recommends approval of Alternative #1 as it furthers CyRide’s capital program with less local dollars, which extends CyRide’s ability to fund all of its capital needs.

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees

FROM: Sheri Kyras

DATE: December 12, 2018

SUBJECT: 2019-2020 Operating Budget

BACKGROUND: CyRide staff annually develops preliminary budget proposals for consideration by the Transit Board of Trustees at their December meeting. These budgets reflect anticipated revenues and expenses for the next budget year, beginning in July of the following year. Under the Intergovernmental Agreement between Iowa State University, Student Government (SG) and City of Ames, the Transit Board of Trustees is required to approve a budget by January 21st of each year.

INFORMATION: This report will be divided into two sections as follows:

- FY2018/19 Budget Status (current year)
- FY2019/20 Budget Assumptions, Expenses, Revenues and Options (next year)

FY2018/19 Budget Status (as of Oct. 31, 2018)

Year-to-date, compared to the same time period one year ago, the 2018/19 budget is projecting a **+3.0% increase in expenses** over the previous year, which is slightly lower than planned in the currently adopted budget (+3.3%). **Revenues are projected to be 4.2% higher;** however, this increase is due mainly to additional revenue from a grant award, which should increase the Student Government Trust Fund balance as a result of the last year of the Plum Route grant award. The line items contributing to significant changes are described below.

Expenses

There are three significant fixed route variances from budget in the expense line items.

- **Building & Grounds Costs** – This line item is 53.3% higher than one year ago and above 2018/19 budget predictions as a result of more building repairs and an increase in the cost of restroom supplies. If this trend continues, this could increase expenses by \$48,627 by the end of the fiscal year.

- **Maintenance Costs** – Two significant maintenance expenses are 90% higher this year – parts and repairs. To-date, the additional costs (\$17,582) are as a result of an engine failure and additional parts expenditures.
- **Fuel** – Fuel expenses are 34% higher this year as a result of higher fuel prices compared to last year. The average price per gallon this year is \$2.34 per gallon compared to \$1.84 per gallon last year. The current budget is \$2.75 per gallon, so while this expense is higher, it is still under budget. Additionally, this expense could be higher; however, under the CyRide 2.0 system, CyRide is operating fewer miles, which result in lower fuel expenditures. If this trend continues, CyRide could realize a savings of approximately \$120,000 this fiscal year.

All other expenses are relatively close to the 2018/2019 budgeted expenses.

Revenue

On the revenue side, there are five categories that are experiencing significantly higher/lower than anticipated revenue for the first four months of the fiscal year:

- **Farebox/Pass Sales** – -7.0% lower than budgeted– year-end decrease anticipated if this trend continues would be -\$16,345. Cash fares, reduced fare tickets, and reduced fare semester passes are higher; whereas, full fare tickets, monthly and semester passes and reduced fare monthly pass revenues are lower.
- **Pooled Cash Interest** - +1063.8% higher compared to one year ago. This increase in interest is due to higher interest rates this year. If this trend continues, a year-end increase can be anticipated of +\$26,745.
- **STA (State) Operating Assistance** - +5.4% higher than one year ago. If this trend continues, CyRide could receive \$42,120 more in state funding.
- **Additional Federal/State Funding** –Federal and State Elderly & Disabled and ICAAP programs have generated more than \$72,000 additional in the first quarter of 2018/19 as compared to 2017/18. The ICAAP funds will increase the Student Government Trust Fund balance; while the Elderly & Disabled funding provides revenue for CyRide’s Dial-A-Ride program, which is balanced by additional expenses.
- **City of Ames Operating Assistance** - -2.2% compared to one year ago. If this trend continues, CyRide could receive -\$41,956 less; however, this decrease may be due to timing issues in receiving this funding.

There are two additional funding sources that indicate a variance at this time; however, this is due to timing of when these revenues are received. These sources are: federal and Transit Contract funding.

All other revenues are relatively close to budget expectations.

Closing Balances

CyRide has three closing balances: operating, Student Government Trust Fund and capital. The following summarizes CyRide’s anticipated project balances for the 2018/19 budget year.

Operating Balance –CyRide’s operating closing balance is anticipated to be as follows:

Closing Balance	Dollars
Operating Closing Balance Funds for 2017/18 Budget	\$1,082,368
Board Closing Balance Commitments –	\$2,586,474
<ul style="list-style-type: none"> • Electric Bus Study (\$50,000) • Bus Local Match (\$102,500) • Operating Funds (\$2,000,000) • Turnaround (\$207,500) • ICAAP to SG Trust Fund (\$226,454) 	
Funds in Excess of 10% (accumulated from previous years)	\$647,880
TOTAL Closing Balance Fund	\$4,316,722

Capital Balance – Currently, the capital closing balance is anticipated to decrease from the 2017/18 balance of \$536,737 to -\$3,684 due mainly to the delivery of a new 40’ bus in early 2019. The timing of purchases and cost underruns throughout the year should allow this fund to remain positive. Additionally, the building reserve (\$715,166) will allow the fund to remain positive.

Student Government Trust Fund Balance – The 2018/19 budget is projected to end this fiscal year with a \$365,124 balance, below the desired \$500,000 balance. (see attached chart entitled, “ISU Student Fees and Trust Fund Summary”). The reason for the lower balance is a result of lower student enrollment for the past two years. At the end of the 2019/20 budget year all services approved in ICAAP grants, and originally paid for with student fee dollars, will have been reimbursed; therefore, this revenue source will not continue into future years (i.e. \$70,923 in 2019/20 for the Plum Route service).

2019/20 Operating Budget Request

Budget Assumptions/Major Changes –

In the 2019/20 budget development, the following major changes were incorporated into each of the budget options (Baseline Option #1 and Option #2) discussed below based on current trends, new funding or anticipated expenses.

- **Federal/State Funding** – Federal funding will be budgeted with an increase of \$250,000 (estimated Small transit Intensive Cities additional funding) to \$2,250,000. State funding is anticipated to remain the same at \$780,000 in the 2019/20 requested budget.
- **Fares** – It was determined that the farebox revenues adopted in the current budget were underestimated (\$233,500). This revenue has been amended in the current budget to \$253,500 and this revenue level will be used for the 2019/20 budget as well. This represents a \$20,000 increase; however, fares are continuing to decline.
- **Health Insurance** – Health insurance costs will change (increase of \$100,722 over 2018/19) to reflect the following:
 - **Rate increase** - 2%, increasing expenses by \$14,615
 - **Impact of ACA costs** – increasing expenses by \$86,107 (more drivers being offered and accepting insurance as a result of board approval to offer insurance to all drivers selecting a schedule of 30 hours or more per week)
- **Payroll Expenses** - Overall payroll expenses (wages and benefits, less health insurance described above) will increase 4.4% from the 2018/19 adopted to 2019/20 requested budget due mainly to annual wage increases, as well as reflecting the possible termination of the Cardinal Route service contract with CIT and CyRide’s direct operation of this service next year (+\$225,000). This expense will increase by approximately \$270,332. Reasons for this smaller increase, outside of the CIT contract, is due to: \$20,000 reduction in overtime as a result of being more fully staffed; smaller increase in driver’s wages due to consistent versus an increasing driver workforce in light of stabilized ridership; and a more efficient CyRide 2.0 route structure with fewer driver hours.
- **Federal/State Taxes (FICA, IPERS, Workers Comp, Unemployment)** – CyRide’s employer share of state and federal employment taxes increased \$82,181 or 7.1%.
- **Outside Professional Services** – A reduction of \$47,100 to reflect the elimination of outside legal/professional expertise to help guide CyRide’s changes as a result of the Affordable Care Act (ACA) impact. CyRide has modified its insurance over the past two years to address this need. Therefore, this budget line item was reduced from \$52,100 to \$5,000.

- **Internal City Services** – Increase of 1.8% or +\$10,682 mainly due to increased Human Resources costs. This increase is in addition to a larger increase in 2017/18 to fund an additional ¼-time clerical staff person in the Human Resources Department to support CyRide’s driver insurance workload in light of the ACA.
- **Maintenance Repairs** – Increase of \$31,500 to reflect the age of CyRide’s fleet and its recent engine failures. This trend is anticipated to continue and is reflected in the budget.
- **Fuel** – Fuel is budgeted at \$2.75 per gallon, the same as the 2018/19 adopted budget. No change in the total budget cost of \$1,127,500.
- **Funds Transferred to Capital** – The 2018/20 budget reflects a transfer of \$800,000 to the capital fund to purchase buses, shop equipment, repair the facility, etc. The 2018/19 transfer was also \$800,000, indicating a stable annual transfer of funds and the need to accumulate additional local dollars in the next several years to pay for new buses under grants and facility needs.

FY2019/20 Budget Options -

CyRide staff has developed a baseline budget, which preserves the existing level of service (same number of revenue hours) at next year’s cost. The attached baseline budget, entitled “Budget Option #1 Baseline,” does not include service modifications previously discussed at board meetings. In total, the annual, baseline operating costs from the adopted 2018/19 to 2019/20 (Budget #1) is an increase in operating expenses of \$177,254 or 1.5%, requiring a 2.5% local funding partner increase.

A second budget is also attached (per board direction) that includes \$200,000 additional in service modifications and is entitled “Baseline Budget Option #2”. The annual operating cost change from the adopted 2018/19 to 2019/20 Budget #2 is \$377,255 or 3.2%, requiring a 4.95% funding partner increase.

In addition to the two budget options, staff has identified four additional options that could be added to either budget option for consideration as described below.

- **Option 1** – Chief Safety Officer
- **Option 2** – Labor Union Proposal
- **Option 3** - 5 Additional Hours of Service Per Day
- **Option 4** – Ridership Survey By Bus Stop

Each of these additional options is briefly described in the attachment entitled “2019-2020 Budget Options Descriptions.” Additionally, the attached chart entitled, “2019-2020 CyRide Possible Budget Options,” provides financial information on each additional option, which

details the total local cost, each local funding partners share in dollars, as well as their percentage increase in funding.

Staff is seeking board input on Budget #1 or #2 and if/which additional option(s) should be included in CyRide's final budget. The transit board may vote on a final budget at the December meeting or table action until the January meeting.

ALTERNATIVES:

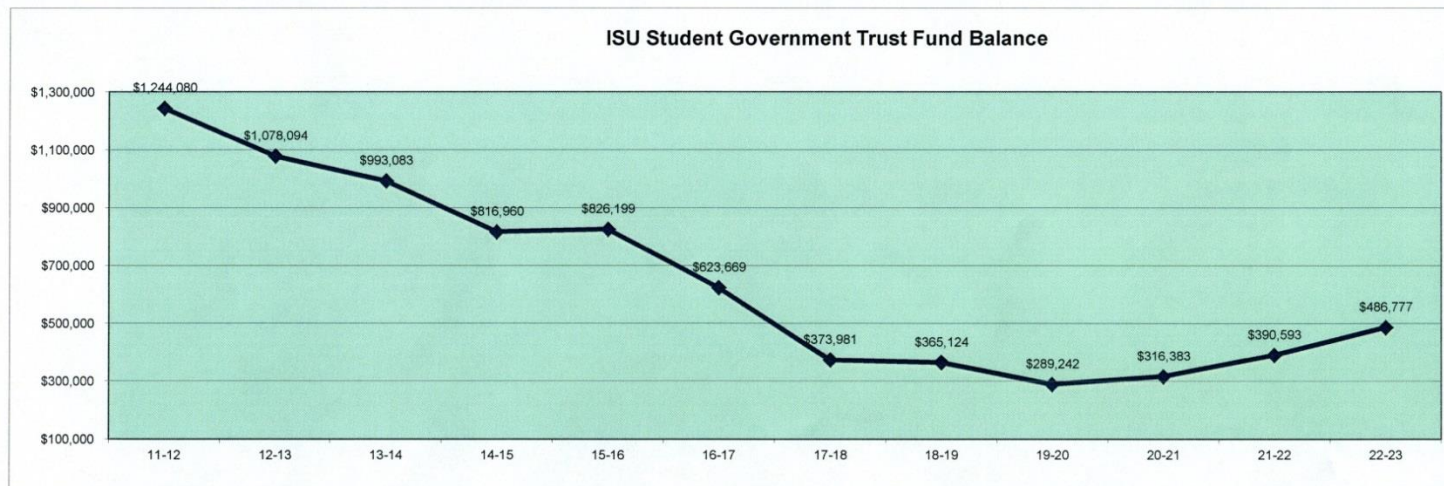
1. Table action at the December meeting and take final action at the January 2019 Transit Board meeting.
2. Approve Budget #1 only (baseline) – 2.5% local funding partner increase.
3. Approve Budget #2 only (\$200,000 in service modifications) – a 4.95% local funding partner increase.
4. Approve Budget #1 plus Option #1, #2 and #3 (baseline, plus labor union proposal, Chief Safety Officer and 5 additional hours of service) – 3.9% local funding partner increase.
5. Approve Budget #2 plus Option #1 and #2 (baseline with service modifications, plus Chief Safety Officer and labor union proposal) – a 5.4% local funding partner increase.
6. Approve Budget #1, plus board selected options.
7. Approve Budget #2, plus board selected options.

RECOMMENDATION:

The Transit Director recommends Alternative #1 to defer action until January 2019 if there is a desire to add options or further refine Budget #1 or #2. This would give each of the three funding partner's time to discuss the options with their peers and allow staff to present a final budget before adoption. If board members prefer to fund Budget #1 or #2, with or without additional options, at the December 12, 2018 meeting, the Transit Director recommends Alternative #5 from a technical perspective.

ISU Student Fees and Trust Fund Summary
Ending Balance no less than \$500,000

	4.0%	4.0%	6.5%	11.9%	13.8%	5.1%	4.9%	5.0%	5.0%	5.0%	5.0%	5.0%
CAPITAL & OPERATIONS	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Projected	Projected	Projected	Projected	Projected
	11-12	12-13	13-14	14-15	15-16	16-17	17-18	18-19	19-20	20-21	21-22	22-23
Budgeted Revenue	\$3,204,263	\$3,499,053	\$3,726,491	\$4,169,944	\$4,746,157	\$4,997,703	\$5,242,591	\$5,504,721	\$5,779,957	\$6,068,954	\$6,372,402	\$6,691,022
Actual Revenue	\$3,339,076	\$3,639,853	\$3,892,893	\$4,161,666	\$4,467,677	\$4,954,756	\$5,006,687	\$5,264,410	\$5,628,152	\$6,091,096	\$6,441,611	\$6,782,205
Surplus/(Deficit)	\$134,813	\$140,800	\$166,401	(\$8,278)	(\$278,480)	(\$42,947)	(\$235,904)	(\$240,311)	(\$151,805)	\$22,141	\$69,208	\$91,183
TRUST FUND												
Opening Balance	\$1,099,162	\$1,244,080	\$1,078,094	\$993,083	\$816,960	\$826,199	\$623,669	\$373,981	\$365,124	\$289,242	\$316,383	\$390,593
Interest	\$10,105	(\$1,064)	\$9,758	\$6,712	\$9,239	\$649	\$5,461	\$5,000	\$5,000	\$5,000	\$5,001	\$5,001
	Extras	(\$77,565)	(\$165,000)	(\$86,000)								
Payments	Next Bus	(\$228,158)	(\$96,170)	(\$96,170)								
	ICAAP					\$83,579	\$74,755	\$84,397				
	Plum Route						(\$94,000)	\$142,057	\$70,923			
Transfers In (Out)	\$134,813	\$140,800	\$166,401	(\$665)	\$0	(\$286,758)	(\$235,904)	(\$240,311)	(\$151,805)	\$22,141	\$69,208	\$91,183
Ending Balance	\$1,244,080	\$1,078,094	\$993,083	\$816,960	\$826,199	\$623,669	\$373,981	\$365,124	\$289,242	\$316,383	\$390,593	\$486,777
% of Budgeted Revenue	38.8%	28.3%	24.9%	19.9%	17.4%	12.5%	7.1%	6.6%	5.0%	5.2%	6.1%	7.3%
Increase	\$0.00	\$0.00	\$0.00	\$1.50	\$2.24	\$6.75	\$2.25	\$4.25	\$5.50	\$7.00	\$5.30	\$5.15
Total Fees	\$62.61	\$62.61	\$62.61	\$64.11	\$66.35	\$73.10	\$75.35	\$79.60	\$85.10	\$92.10	\$97.40	\$102.55
Increase %	0.0%	0.0%	0.0%	2.4%	3.5%	10.2%	3.1%	5.6%	6.9%	8.2%	5.8%	5.3%
Student Semester FTEs	53,331	58,135	62,177	64,914	67,336	67,779	67,467	66,135	66,135	66,135	66,135	66,135
Official Enrollment	29,887	31,040	33,241	34,732	35,714	36,660	35,993	34,992	34,992	34,992	34,992	34,992



Updated 12/5/2018

BUDGET ANALYSIS - 2018 Actual, 2019 Amended, 2020 Requested

Budget Option #1 Baseline 2.5% with Fuel at \$2.75 per Gallon

12/5/2018

As of 10/23

12/05/18 8:41 AM	12-13	13-14	14-15	15-16	16-17	17-18	18-19	18-19	19-20	% Chg.	% Chg.	% Chg.	% Chg.
	Actual	Actual	Actual	Actual	Actual	Actual	Adopted	Amended	Requested	Am/Ad	Am/Act	Req./Ad.	Req./Am.
FIXED ROUTE													
550-1221 Operations	\$4,476,908	\$4,820,101	\$5,335,159	\$5,769,537	\$6,167,454	\$6,455,736	\$6,774,169	\$6,627,656	\$6,858,028	-2.2%	2.7%	1.2%	3.5%
550-1222 Maintenance	\$2,067,061	\$2,146,625	\$2,119,741	\$1,986,041	\$2,100,140	\$2,235,050	\$2,661,259	\$2,676,735	\$2,725,726	0.6%	19.8%	2.4%	1.8%
FIXED ROUTE TOTAL	\$6,543,969	\$6,966,725	\$7,454,900	\$7,755,577	\$8,267,596	\$8,690,569	\$9,435,428	\$9,304,391	\$9,583,754	-1.4%	7.1%	1.6%	3.0%
DIAL-A-RIDE													
550-1341 Operations	\$143,889	\$175,671	\$192,387	\$200,532	\$163,968	\$179,855	\$185,622	\$185,632	\$182,139	0.0%	3.2%	-1.9%	-1.9%
550-1342 Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0				
DIAL-A-RIDE TOTAL	\$143,889	\$175,671	\$192,387	\$200,532	\$163,969	\$179,855	\$185,622	\$185,632	\$182,139	0.0%	3.2%	-1.9%	-1.9%
ADMINISTRATION/SUPPORT													
550-1101 Administration	\$1,024,009	\$1,131,713	\$1,159,442	\$1,177,940	\$1,135,853	\$1,147,601	\$1,391,109	\$1,406,994	\$1,394,642	1.1%	22.6%	0.3%	-0.9%
550-1102 Safety/Training	\$216,990	\$231,879	\$251,212	\$287,322	\$342,835	\$363,673	\$356,352	\$356,626	\$369,242	0.1%	-1.9%	3.6%	3.5%
550-1103 Promotion	\$6,259	\$2,594	\$3,148	\$5,803	\$4,392	\$6,613	\$10,050	\$10,150	\$10,150	1.0%	53.5%	1.0%	0.0%
550-1105 Bldg/Grounds	\$288,282	\$358,061	\$348,335	\$364,479	\$404,547	\$436,948	\$370,174	\$373,329	\$386,064	0.9%	-14.6%	4.3%	3.4%
550-1106 System Redesign				\$125,000									
ADMIN/SUPPORT TOTAL	\$1,535,540	\$1,724,247	\$1,762,138	\$1,835,545	\$2,012,630	\$1,955,990	\$2,127,686	\$2,147,099	\$2,160,098	0.9%	9.8%	1.5%	0.6%
TOTAL OPERATING EXPENSES	\$8,098,292	\$8,876,556	\$9,409,425	\$9,800,528	\$10,444,195	\$10,826,415	\$11,748,736	\$11,637,122	\$11,925,990	-1.0%	7.5%	1.5%	2.5%
TRANSFER TO SG TRUST	\$140,800	\$166,402	\$0	\$0	\$83,579	\$74,755	\$0	\$0	\$0				
TRANSFER TO CAPITAL FUND	\$378,801	\$800,000	\$800,000	\$801,106	\$1,315,166	\$460,000	\$800,000	\$800,000	\$800,000	0.0%			
TOTAL USED	\$8,617,893	\$9,842,958	\$10,209,425	\$10,601,634	\$11,842,940	\$11,361,170	\$12,548,736	\$12,437,122	\$12,725,990	-0.9%	9.5%	1.4%	2.3%
OPENING BALANCE	\$786,976	\$1,149,006	\$1,153,948	\$1,238,225	\$1,570,232	\$3,569,931	\$1,082,368	\$1,082,368	\$1,145,966	0.0%	-69.7%	5.9%	5.9%
OPERATING REVENUE	\$8,979,924	\$9,850,940	\$10,288,228	\$10,940,529	\$13,868,574	\$12,107,961	\$12,244,817	\$12,500,720	\$12,667,292	2.1%	3.2%	3.5%	1.3%
TOTAL AVAILABLE	\$9,766,900	\$10,999,946	\$11,442,176	\$12,178,754	\$15,438,806	\$15,677,892	\$13,327,185	\$13,583,088	\$13,813,258	1.9%	-13.4%	3.6%	1.7%
Committed Funds							\$2,586,474						
Closing Balance Excess of 10%							\$647,880						
CLOSING BALANCE	\$1,149,007	\$1,156,988	\$1,232,751	\$1,577,120	\$3,569,931	\$1,082,368	\$778,449	\$1,145,966	\$1,087,268	47.2%	5.9%	39.7%	-5.1%
Closing/Operating Total	14.2%	13.0%	13.2%	16.1%	34.2%	39.9%	6.6%	9.8%	9.1%				
REVENUE/EXPENSE RATIO	110.9%	111.0%	109.3%	111.6%	132.8%	111.8%	104.2%	107.4%	106.2%				

		FY2018	FY2019	FY2020	Increase								
OPERATING FUND BALANCE	\$1,149,007	\$1,156,988	\$1,232,751	\$1,577,120	\$3,569,931	\$1,082,368			City	\$1,821,476	\$1,907,085	\$1,954,763	2.5%
CAPITAL FUND BALANCE	\$1,124,525	\$659,497	\$1,007,482	\$1,509,185	\$1,051,251	\$572,691			ISU	\$798,789	\$836,332	\$857,241	2.5%
TRUST FUND BALANCE	\$1,078,094	\$993,083	\$804,635	\$540,106	\$623,669	\$472,503			SG	\$5,242,591	\$5,488,993	\$5,626,217	2.5%

BUDGET ANALYSIS - 2018 Actual, 2019 Amended, 2020 Requested

Baseline Budget Option #2 Increased Service Option (\$200,000)

12/5/2018

As of 10/23

12/05/18	8:52 AM	12-13	13-14	14-15	15-16	16-17	17-18	18-19	18-19	19-20	% Chg.	% Chg.	% Chg.	% Chg.
		Actual	Actual	Actual	Actual	Actual	Actual	Adopted	Amended	Requested	Am/Ad	Am/Act	Req./Ad.	Req./Am.
FIXED ROUTE														
550-1221	Operations	\$4,476,908	\$4,820,101	\$5,335,159	\$5,769,537	\$6,167,454	\$6,455,736	\$6,774,169	\$6,627,656	\$7,058,028	-2.2%	2.7%	4.2%	6.5%
550-1222	Maintenance	\$2,067,061	\$2,146,625	\$2,119,741	\$1,986,041	\$2,100,140	\$2,235,050	\$2,661,259	\$2,676,735	\$2,725,726	0.6%	19.8%	2.4%	1.8%
FIXED ROUTE TOTAL		\$6,543,969	\$6,966,725	\$7,454,900	\$7,755,577	\$8,267,596	\$8,690,569	\$9,435,428	\$9,304,391	\$9,783,754	-1.4%	7.1%	3.7%	5.2%
DIAL-A-RIDE														
550-1341	Operations	\$143,889	\$175,671	\$192,387	\$200,532	\$163,968	\$179,855	\$185,622	\$185,632	\$182,139	0.0%	3.2%	-1.9%	-1.9%
550-1342	Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0				
DIAL-A-RIDE TOTAL		\$143,889	\$175,671	\$192,387	\$200,532	\$163,969	\$179,855	\$185,622	\$185,632	\$182,139	0.0%	3.2%	-1.9%	-1.9%
ADMINISTRATION/SUPPORT														
550-1101	Administration	\$1,024,009	\$1,131,713	\$1,159,442	\$1,177,940	\$1,135,853	\$1,147,601	\$1,391,109	\$1,406,949	\$1,394,642	1.1%	22.6%	0.3%	-0.9%
550-1102	Safety/Training	\$216,990	\$231,879	\$251,212	\$287,322	\$342,835	\$363,673	\$356,352	\$356,626	\$369,242	0.1%	-1.9%	3.6%	3.5%
550-1103	Promotion	\$6,259	\$2,594	\$3,148	\$5,803	\$4,392	\$6,613	\$10,050	\$10,150	\$10,150	1.0%	53.5%	1.0%	0.0%
550-1105	Bldg/Grounds	\$288,282	\$358,061	\$348,335	\$364,479	\$404,547	\$436,948	\$370,174	\$373,329	\$386,064	0.9%	-14.6%	4.3%	3.4%
550-1106	System Redesign				\$125,000									
ADMIN/SUPPORT TOTAL		\$1,535,540	\$1,724,247	\$1,762,138	\$1,835,545	\$2,012,630	\$1,955,990	\$2,127,686	\$2,147,054	\$2,160,098	0.9%	9.8%	1.5%	0.6%
TOTAL OPERATING EXPENSES		\$8,098,292	\$8,876,556	\$9,409,425	\$9,800,528	\$10,444,195	\$10,826,415	\$11,748,736	\$11,637,077	\$12,125,991	-1.0%	7.5%	3.2%	4.2%
TRANSFER TO SG TRUST		\$140,800	\$166,402	\$0	\$0	\$83,579	\$74,755	\$0	\$0	\$0				
TRANSFER TO CAPITAL FUND		\$378,801	\$800,000	\$800,000	\$801,106	\$1,315,166	\$460,000	\$800,000	\$800,000	\$800,000	0.0%			
TOTAL USED		\$8,617,893	\$9,842,958	\$10,209,425	\$10,601,634	\$11,842,940	\$11,361,170	\$12,548,736	\$12,437,077	\$12,925,991	-0.9%	9.5%	3.0%	3.9%
OPENING BALANCE		\$786,976	\$1,149,006	\$1,153,948	\$1,238,225	\$1,570,232	\$3,569,931	\$1,082,368	\$1,082,368	\$1,146,011	0.0%	-69.7%	5.9%	5.9%
OPERATING REVENUE		\$8,979,924	\$9,850,940	\$10,288,228	\$10,940,529	\$13,868,574	\$12,107,961	\$12,244,817	\$12,500,720	\$12,873,102	2.1%	3.2%	5.1%	3.0%
TOTAL AVAILABLE		\$9,766,900	\$10,999,946	\$11,442,176	\$12,178,754	\$15,438,806	\$15,677,892	\$13,327,185	\$13,583,088	\$14,019,113	1.9%	-13.4%	5.2%	3.2%
Committed Funds							\$2,586,474							
Closing Balance Excess of 10%							\$647,880							
CLOSING BALANCE		\$1,149,007	\$1,156,988	\$1,232,751	\$1,577,120	\$3,569,931	\$1,082,368	\$778,449	\$1,146,011	\$1,093,122	47.2%	5.9%	40.4%	-4.6%
Closing/Operating Total		14.2%	13.0%	13.2%	16.1%	34.2%	39.9%	6.6%	9.8%	9.0%				
REVENUE/EXPENSE RATIO		110.9%	111.0%	109.3%	111.6%	132.8%	111.8%	104.2%	107.4%	106.2%				

											FY2018	FY2019	FY2020	Increase	
OPERATING FUND BALANCE	\$1,149,007	\$1,156,988	\$1,232,751	\$1,577,120	\$3,569,931	\$1,082,368					City	\$1,821,476	\$1,907,085	\$2,001,486	4.95%
CAPITAL FUND BALANCE	\$1,124,525	\$659,497	\$1,007,482	\$1,509,185	\$1,051,251	\$572,691					ISU	\$ 798,789	\$ 836,332	\$ 877,731	4.95%
TRUST FUND BALANCE	\$1,078,094	\$993,083	\$804,635	\$540,106	\$623,669	\$472,503					SG	\$5,242,591	\$5,488,993	\$5,760,698	4.95%

2019-2020 Possible Budget Options

Expense	Tot. Exp.	Tot. Local Cost	City Cost (24%)	ISU Cost (10%)	SG Cost (66%)	% Tot. Incr.	City Incr.	ISU Incr.	SG Incr.
2018-2019 Adopted Expense	\$11,748,736	\$8,232,410	\$1,907,085	\$836,332	\$5,488,993				
2019-2020 Baseline Budget 1	\$11,925,990	\$8,438,521	\$1,954,763	\$857,241	\$5,626,517	2.5%	2.5%	2.5%	2.5%
2019-2020 Budget 2 (\$200,000 for services)	\$12,125,990	\$8,639,915	\$2,001,486	\$877,731	\$5,760,698	4.95%	4.95%	4.95%	4.95%
Option 1 - Chief Safety Officer Position		\$85,000	\$20,400	\$8,500	\$56,100	1.0%	1.0%	1.0%	1.0%
Option 2 - Union Proposals		\$35,000	\$8,400	\$3,500	\$23,100	0.4%	0.4%	0.4%	0.4%
Option 3 - 5 Additional Hours of Service/Day		\$80,464	\$19,311	\$8,046	\$53,106	1.0%	1.0%	0.9%	0.9%
Option 4 - Ridership Survey		\$20,000	\$4,800	\$2,000	\$13,200	0.2%	0.2%	0.2%	0.2%

Staff Priority
1 - Chief Safety Officer
1 - Union Proposals
2- 5 Additional Hours of Service/Day
3 - Ridership Survey

Baseline 1 Option

Baseline 1	2.5%
Baseline 1 + CSO + Union Proposals	2.9%
Baseline 1 + CSO + Union Prop. + 5 Add'l Hours of Service	3.9%
Baseline 1 + CSO + Union Prop. + 5 Add'l Hours of Service + Ridership Survey	4.1%

Option 2 (\$200,000 for services)

Option 2	5.0%
Option 2 + CSO + Union Proposals	5.4%
Option 2 + CSO + Union Prop. + 5 Add'l Hours of Service	6.4%
Option 2 + CSO + Union Prop. + 5 Add'l Hours of Service + Ridership Survey	6.6%

2019-2020 Budget Options Description

#1 – Labor Union Proposal

CyRide employees are a part of the International Union of Operating Engineers (IUOE). The current contract will expire on June 30, 2019. Staff is currently in the process of negotiating a new contract; however the outcome of these negotiations is not anticipated prior to approval of the 2019/20 budget by the Transit Board of Trustees. As a result, staff's proposal to the union has been included in this option, as opposed to being included in the baseline Budget #1. Each of the four CyRide union proposals is briefly discussed below and has been discussed and approved by board members at the August 14, 2018 board meeting within a closed session for the purposes of discussing negotiations.

Proposal 1 (Lane Worker)– Lane Worker wage increase to \$15.60 as of July 1 + negotiated wage increase; offering a hiring bonus of \$250 and employee referral for the position of \$500 (est. cost - \$4,100)

Proposal 2 (Vacation Relief Driving Position) – Vacation relief driver position wage increase of either \$2.00 differential pay or immediate eligibility for Step B pay rate (est. cost - \$20,000 less OT savings)

Proposal 3 (On Call Driver Shifts) – On Call driver shifts would be paid \$5.00 per hour versus the current \$1.00 per hour. (est. cost - \$29,000 less substantial OT savings)

Proposal 4 (Mechanic Certification and Initial Wage Increase) – Increase the initial wage of the Mechanic Assistant, Mechanic and Lead Mechanic to be equivalent to other similar position within the city and more comparable to the industry. In addition, incorporate a mechanical certification program with incentive pay to achieve various levels of certification. (est. cost - \$18,000)

The combined budget impact of the four proposals is estimated at \$71,000; however, offsetting savings, such as overtime, could substantially lower this cost.

Estimated Annual Cost: \$71,000 total (est. \$35,000 after OT savings)

#2 – Chief Safety Officer

The Federal Transit Administration (FTA) recently released new regulations that require transit systems to have a designated Chief Safety Officer by July 20, 2020 and to have an agency safety plan completed at this time. In addition, performance measures and targets would need to be developed prior to this time to address areas of risk. In order to comply with this regulation, CyRide would need to hire an additional full-time staff person as a Chief Safety Officer in the 2019/20 budget to prepare the plan and monitor CyRide's safety. Specific duties of this position would include:

- Develop an agency safety policy and objectives, ID Accountable Exec., etc.

- Develop an agency Safety Plan (SMS) using FTA template, revise every 3 yrs.
- Identify and evaluate safety risks (operations & maintenance) continually and document annually –
 - ID hazards and unsafe conditions
 - Log conditions into a database
 - Performs risk analysis (probability and severity of risk); Establishing criteria for the development of safety risks mitigation based on risk assessment (i.e. benefit-cost analysis then red-yellow-green criteria for major to minor risks and develop mitigation to correspond to those levels)
 - ID's mitigation measures
 - Reviews new/modified public transit system, building or procedure
 - Conduct safety focus groups; meets with drivers on hazards
 - Review safety reporting trends
 - Develop procedures for assessing/prioritizing safety risks
- Establishment of safety performance measures and targets; review annually
 - Safety events (accident, incident or occurrence)
 - Fatalities
 - Injuries (hospitalization for more than 48 hrs, broken bones, severe hemorrhages, nerve, muscle or tendon damage, internal organ damage, second or third degree burns more than 5% of the body)
- Investigate safety events and reports of non-compliance for safety
- Establish an employee safety reporting program to senior management
- Develop and implement a comprehensive staff training program for operations and maintenance personnel and for Chief Safety Officer – initial and refresher training
- Communicate safety policies, activities, and procedures regarding hazards, safety risks relevant to employees position, reasons for policy changes, activities and address individual employee compliance
- Maintain operations and maintenance records related to:
 - Safety risk mitigations
 - Results of safety performance assessments based on performance targets
 - Employee safety training
- Maintain records regarding implementation of the Safety Plan

Estimated Annual Cost: \$85,000

#3 - 5 Additional Hours of Service: Service Priority #1

Typically, CyRide requests inclusion in each budget of 5 – 10 hours of additional service each weekday to address unknown impacts on service the following year, such as overcrowding

on a route or bus stop where customers can not board the bus or significant ridership increases in the evening due to more night classes being offered. Based on current experience with the CyRide 2.0 route structure, staff believes that 5 additional hour of service per weekday would be needed next year to ensure a quality service and address issues that occur. There will be no ability to change service indicated in the schedule for one year, so these 5 additional hours are critical to address unforeseen issues that occur for CyRide's customers, which can be addressed with modified schedules the following year. Service will only be added if it is needed and if not needed, will increase the closing balance at the end of the year.

A priority ranking #1 was given to this service proposal, based on the service-level ranking adopted by the Transit Board in November 2014 as follows:

- **Priority #1** – Capacity Change
- **Priority #2** – Improve Existing Service
- **Priority #3** – New Service

Estimated Annual Cost: \$80,464

#4 – Ridership Survey By Bus Stop

In the past, CyRide has relied upon a strong history of ridership trends based upon a relatively stable route structure and schedule and, with the System Redesign, a bus stop level ridership survey; however, with the implementation of CyRide 2.0, ridership patterns are very different. CyRide is currently able to collect route-level data by trip, but is not able to break this down to a bus stop level to aid in planning service modifications. Therefore, a ridership survey, similar to that performed as part of the System Redesign, prior to CyRide 2.0, could be completed and provide base-level data in order to plan its services in the future.

Estimated Cost: \$20,000

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees

FROM: Sheri Kyras

DATE: December 12, 2018

SUBJECT: Fuel Purchase Bids

BACKGROUND: CyRide purchases fuel on a calendar year basis. Over the past four years, CyRide’s Board of Trustees, upon staff’s recommendation, has chosen to purchase fuel at market rates from a single vendor, as opposed to fuel contracting (locking into a pre-determined rate). CyRide purchased fuel under contracts from 2009 - 2014. Significantly lower fuel prices over the last several years have led to the belief that CyRide can secure better fuel prices by not locking into a pre-determined rate. CyRide’s current single vendor contract with Keck Energy expires on December 31, 2018.

CyRide will need to determine how it will purchase fuel for **calendar year** 2019, including which vendor is the lowest bidder and establishing a maximum fuel cost.

INFORMATION: With continued lower fuel prices averaging \$2.34 per gallon year-to-date, with most recent deliveries trending slightly lower after highs of \$2.50 per gallon, as compared to the budgeted amount of \$2.75 per gallon, CyRide staff believes that the current fuel strategy is the most advantageous method. This methodology is briefly described below for implementation in 2019:

Contract, Lock In Vendor (Fixed-Rate + Markup/Deduct) - CyRide staff prepared a bid in November for an estimated amount of fuel/biodiesel/additive for calendar year 2019. Based on this estimate, bidders estimated the cost of delivering fuel; however, fuel would be purchased at the market rate, at the time of purchase. This delivery cost is called a “fixed rate + mark-up/deduct.” **This methodology allows CyRide to order fuel throughout the year for a preset delivery price, above or under the market rate, and lock into a vendor.**

The advantage of purchasing fuel as described above is that CyRide and City Purchasing staff complete only one fuel bid for the year, instead of a new bid approximately every 7-10 days when CyRide purchases fuel; thereby lowering administrative costs to complete this procurement. This process was used to purchase fuel for calendar year 2015, 2016, 2017, 2018

Fuel Bid Sheet

CITY OF AMES, IOWA				
Ph: 515-239-5125 * Fax: 515-239-5325 Mike Adair, Procurement Specialist II				
Bid No. 2019-060				
Ames Transit Agency 2018 Fuel Purchases	Supply of #1 Dyed ULSD Diesel	Supply of #2 Dyed ULSD Diesel	Biodiesel Pricing	Magellan's Cold Flow Improver
1/1/19 through 12/31/19				
BIDDERS				
Diamond Oil	-\$0.033	-\$0.018	-\$1.16	-\$0.010
Petroleum Traders Corp.	-\$0.0357	\$0.0203	\$0.0203	\$0.0250
New Century FS	-\$0.025	\$0.015	\$0.005	\$0.018

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees

FROM: Sheri Kyras

DATE: December 12, 2018

SUBJECT: CyRide Turnaround Payment

BACKGROUND: At the June and October 2017 Transit board meetings, board members agreed to fund the construction of a turnaround at the Wallace/Wilson residence halls for use by the new #25 Gold route. An original construction estimate in June 2017 of \$185,000 was divided among various funding partners, with 50% funding by CyRide and 16.67% by the City of Ames, Iowa State University (ISU) and ISU Student Government. In October 2017, the cost of the project increased to \$300,000 after final construction specifications were completed by ISU. As a result, the transit board approved increasing CyRide’s share to provide the additional funding needed to complete the project. The final agreed-upon funding shares are as follows:

Funding Partner	Percentage	Dollars
CyRide	69.16%	\$207,500
City of Ames	10.27%	\$30,834
Iowa State University (ISU)	10.27%	\$30,833
ISU Student Government	10.26%	\$30,833
TOTAL		\$300,000

INFORMATION: CyRide recently received an email from Iowa State University with an update on the status of the payment for the turnaround at the Wallace/Wilson Residence Halls, which was required for the new #25 Gold route. In this email, it indicated that the final cost for this construction will be lower than the estimated \$300,000. As CyRide, the City of Ames, Iowa State University and the Student Government committed to sharing this cost of this infrastructure, the board will need to determine how to share the lower cost. Two alternatives are provided as follows:

- **Option 1 - Apply the Savings Based on the Funding Partners Revised Percentages** - This would lower each funding partners bill. The result would be a direct savings to the funding partners and a smaller savings to CyRide's closing balance.

- **Option 2 - Apply the Savings to CyRide's Share Only** - This would lower CyRide's bill, which in turn lowers the amount of dollars deducted from CyRide's closing balance and indirectly benefits the City, ISU and Student Government funding partners.

ALTERNATIVES:

1. Approve Option #1 to lower each funding partner's bill.
2. Approve Option #2 to apply the cost reduction to CyRide's share, lowering the funds needed from its closing balance.
3. Renegotiate funding shares between the four partners.

RECOMMENDATION:

The Transit Director recommends either Alternative #1 or #2 depending on board preferences. Each alternative fully funds the turnaround construction and results in savings to the four entities.

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees

FROM: Sheri Kyras

DATE: December 12, 2018

SUBJECT: Quarterly Operations Report

BACKGROUND: Each quarter, staff develops a detailed report regarding the performance of the system, which includes fixed-route, Dial-A-Ride and Moonlight Express services. Staff utilizes this report to determine aspects of the service that are struggling and areas where additional monitoring is necessary to efficiently and safely operate the system or determine positive trends are occurring.

INFORMATION: Attached are the detailed system performance **and a summary** for the first quarter of the fiscal year – July to September 2018. Below is a discussion regarding the negative trends (in red boxes) or positive trend (green boxes) occurring during the quarter.

- **Total Passengers** – Ridership for CyRide’s three services was lower for the quarter with 41,850 fewer rides (-2.9%). A summary of the three services for the fiscal year is as follows:

Total Passengers	Fixed Route	Dial-A-Ride	Moonlight Exp.
-3.0%	-2.9%	-13.5%	-20.8%

Possible reasons for the declines remain as reported in previous quarters – lower student enrollment and development changes with more walkable housing near campus, fewer DAR customers and for Moonlight Express, fewer Campustown business customers combined with Uber and Lyft, and not hosting the Iowa State-Iowa game this year. Staff will begin looking at the Moonlight Express service to identify changes for the spring 2019 in an effort to reduce expenses in light of this service’s lower ridership trend.

- **Passengers/Hour** - CyRide’s passengers per hour had been declining as enrollment and development patterns modified ridership travel patterns; however, with implementation of CyRide 2.0 this fall, this performance measure is only slightly lower, even with lower ISU enrollment this year. Staff believes this was accomplished by implementation of a more efficient system for its higher ridership achieved.

- **Expense/Passenger** – With ridership declines, financial measures using ridership statistics are less positive as expenses increase each year and ridership is slightly declining.
- **Average Drivers Per Month** – The first quarter of the year was positive, as CyRide was able to surpass the number of drivers hired for the first quarter of last year by 1.7%. This continues to be a focus for the agency.
- **Miles/Preventable Accidents and Percent of Preventable Accidents** – Both performance measures are positive for the first quarter with 5 fewer preventable accidents and an increase in the number of miles driven per preventable accident (29,775 vs. 22,503). This is an emphasis area that staff monitors, which involves discussions with employees.
- **Passengers Per Comment** – As was predicted with the implementation of the CyRide 2.0 system, the number of passenger complaints is 87.2% higher than the first quarter last year. As a result, the measure of passengers per comments has also significantly declined -48.2%. Staff has recorded each comment and this information is being used internally, as well as for board discussions on next years' service level.
- **Farebox Revenue** – Farebox revenue has been trending downward and is -14.1% lower year-to-date (\$69,933 vs. \$81,442 last year). After further analysis, cash and most reduced fare categories have increased and regular fare tickets and passes have declined. Initial analysis would indicate that less frequent and transit-dependent customers were more receptive to the fare reduction.
- **Operation's Expense** – This expense is higher, but lower than predicted, at an increase of +0.7% as a result of lower fuel expenses, averaging \$2.34 per gallon, as opposed to the budgeted amount of \$2.75 per gallon. Also, overtime expenses are trending lower this year due to higher driver staffing levels.
- **Major Mechanical Repairs, # of Roadcalls** - The number of major bus repairs increased in the first quarter (+33.3%); however, the number of roadcalls was lower (-14.3%), which indicates that this failure did not impact CyRide customers.
- **Interior Buses Cleaned** – There were more bus interiors cleaned during the first quarter (+58.6%) allowing for a more pleasant ride for customers.

Operation's Report Summary (Apr. – Jun. 2018)

Performance Category	Change From Same Quarter Last Year	Change Year-To-Date From Last Year
General		
Fixed-Route Ridership	-	-
Fixed Route Passengers/Hour	-	-
Fixed Route Expense/Passenger	+	+
Dial-A-Ride Ridership	-	-
Dial-A-Ride Passengers/Hour	+	+
Dial-A-Ride Expenses/Passenger	+	+
Moonlight Express Ridership	-	-

Operations		
Average Drivers Per Month	+	+
Percent of Preventable Accidents	-	-
Miles/Preventable Accidents	+	+
Passengers Per Comment	-	-
Farebox Revenue	-	-

Maintenance		
Major Mechanical Repairs	+	+
# of Roadcalls	-	-
# of Interior Buses Cleaned	+	+

Key:

Positive Trend	Neutral Trend	Negative Trend
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CYRIDE QUARTERLY OPERATIONS REPORT

July 1st, 2018 to September 30st, 2018 (1st Quarter)

	FY 2019 1st Qtr	FY 2018 1st Qtr	% CHANGE	FY 2019 YTD	FY 2018 YTD	% CHANGE
MAINTENANCE						
Interior Clean	176	111	58.6%	176	111	58.6%
Shop Road Calls	12	14	-14.3%	12	14	-14.3%
Miles per Shop Road Call	29,775	27,326	9.0%	29,775	27,326	9.0%
NTD Minor Mech.	58	48	20.8%	58	48	20.8%
NTD Major Mech.	12	9	33.3%	12	9	33.3%
Total NTD Mechanical Prob.	70	57	22.8%	70	57	22.8%
Miles per Major Mech.	29,775	42,507	-30.0%	29,775	42,507	-30.0%
Gasoline Vehicles						
Gas Miles Driven	39,008	37,232	4.8%	39,008	37,232	4.8%
Total Gallons Gas	4,103	4,108	-0.1%	4,103	4,108	-0.1%
Total Gas Cost	9,832	7,726	27.3%	\$9,832	\$7,726	27.3%
Avg. Gas Cost/Gallon	\$2.40	\$1.88	27.4%	\$2.40	\$1.88	27.4%
Gas Cost per Mile	\$0.25	\$0.21	21.5%	\$0.25	\$0.21	21.5%
Average Gas MPG	9.5	9.1	4.9%	9.5	9.1	4.9%
Diesel Vehicles						
Diesel Miles Driven	318,289	345,327	-7.8%	318,289	345,327	-7.8%
Total Gallons Diesel	75,011	82,538	-9.1%	75,011	82,538	-9.1%
Total Diesel Cost	171,335	145,055	18.1%	\$171,335	\$145,055	18.1%
Avg. Diesel Cost/Gallon	\$2.28	\$1.76	30.0%	\$2.28	\$1.76	30.0%
Diesel Cost per Mile	\$0.54	\$0.42	28.2%	\$0.54	\$0.42	28.2%
Average Diesel MPG	4.2	4.2	1.4%	4.2	4.2	1.4%
All Vehicles						
Total Miles Driven	357,297	382,559	-6.6%	357,297	382,559	-6.6%
Total Gallons Fuel	79,114	86,646	-8.7%	79,114	86,646	-8.7%
Total Fuel Cost	\$181,167	\$152,781	18.6%	\$181,167	\$152,781	18.6%
Avg. Cost/Gallon	\$2.29	\$1.76	29.9%	\$2.29	\$1.76	29.9%
Total Cost per Mile	\$0.51	\$0.40	27.0%	\$0.51	\$0.40	27.0%
Avg. MPG all Vehicles	4.5	4.4	2.3%	4.5	4.4	2.3%
Small Bus/Sup. Mileage	35,846	36,766	-2.5%	35,846	36,766	-2.5%
Large Bus Mileage	321,451	345,793	-7.0%	321,451	345,793	-7.0%
% Rev. Mi./Total Miles	87.4%	83.8%	4.3%	87.4%	83.8%	4.3%
Percentage Small Bus	10.0%	9.6%	4.4%	10.0%	9.6%	4.4%
Maintenance Expense	\$402,666	\$392,119	2.7%	\$402,666	\$392,119	2.7%

CYRIDE QUARTERLY OPERATIONS REPORT

July 1st, 2018 to September 30st, 2018 (1st Quarter)

	FY 2019 1st Qtr	FY 2018 1st Qtr	% CHANGE	FY 2019 YTD	FY 2018 YTD	% CHANGE
OPERATIONS						
Total Passengers	1,347,491	1,389,341	-3.0%	1,347,491	1,389,341	-3.0%
Average Drivers per Month	145.3	143.6	1.2%	145.3	143.6	1.2%
Driving Hours	38,097	41,470	-8.1%	38,097	41,470	-8.1%
Drivers Late	17	9	88.9%	17	9	88.9%
Drivers No Show	3	0	#DIV/0!	3	0	#DIV/0!
Late/No Show per Driver	0.14	0.06	119.6%	0.14	0.06	119.6%
Total Comments	88	47	87.2%	88	47	87.2%
Driver Fault	6	16	-62.5%	6	16	-62.5%
Undetermined	0	1	-100.0%	0	1	-100.0%
No Fault	8	12	-33.3%	8	12	-33.3%
System Complaints	44	10	340.0%	44	10	340.0%
Service Requests	26	2	1200.0%	26	2	1200.0%
Compliments	4	6	-33.3%	4	6	-33.3%
Passengers/Comment	<u>15,312</u>	<u>29,560</u>	<u>-48.2%</u>	<u>15,312</u>	<u>29,560</u>	<u>-48.2%</u>
Pass./Complaint (D & U)	224,582	81,726	174.8%	224,582	81,726	174.8%
Driving Hours/Comment	433	882	-50.9%	433	882	-50.9%
Driving Hrs/Comment (D&U)	6,349	2,439	160.3%	6,349	2,439	160.3%
Accident Reports	19	24	-20.8%	19	24	-20.8%
Preventable Accidents	12	17	-29.4%	12	17	-29.4%
Percent Preventable	63.2%	70.8%	-10.8%	63.2%	70.8%	-10.8%
Miles/Prev. Accident	29,775	22,503	32.3%	29,775	22,503	32.3%
Hours/Prev. Accident	3,175	2,439	30.1%	3,175	2,439	30.1%
Unreported Accidents	2	2	0.0%	2	2	0.0%
Damage to Buses/Equip.						
Caused by CyRide	\$2,407	\$5,078	-52.6%	\$2,407	\$5,078	-52.6%
Caused by Others	\$253	\$2,962	-91.4%	\$253	\$2,962	-91.4%
Caused by Unreported	\$506	\$639	-20.8%	\$506	\$639	-20.8%
Claims by Others (#)	\$1	\$2	-50.0%	0	0	#DIV/0!
Claims by Others (\$)	\$100	\$1,600	-93.8%	\$0	\$0	#DIV/0!
Personal Injury Claims	\$0	\$0	#DIV/0!	\$0	\$0	#DIV/0!
Operations Expense	\$1,371,170	\$1,361,660	0.7%	\$1,371,170	\$1,361,660	0.7%

SYSTEM TOTAL						
Passengers	1,347,491	1,389,341	-3.0%	1,347,491	1,389,341	-3.0%
Revenue Miles	312,228	320,421	-2.6%	312,228	320,421	-2.6%
Revenue Hours	30,317	30,618	-1.0%	30,317	30,618	-1.0%
Revenue Miles per Hour	10.3	10.5	-1.6%	10.3	10.5	-1.6%
Pass./Rev. Mile	4.3	4.3	-0.5%	4.3	4.3	-0.5%
Pass./Rev. Hour	44.4	45.4	-2.0%	44.4	45.4	-2.0%
Operations Expense	\$1,371,170	\$1,361,660	0.7%	\$1,371,170	\$1,361,660	0.7%
Maintenance Expense	\$402,666	\$392,119	2.7%	\$402,666	\$392,119	2.7%
Total Expenses	<u>\$1,773,836</u>	<u>\$1,753,779</u>	<u>1.1%</u>	<u>\$1,773,836</u>	<u>\$1,753,779</u>	<u>1.1%</u>
Farebox Revenue	\$69,933	\$81,442	-14.1%	\$69,933	\$81,442	-14.1%
Rev./Exp. Ratio	3.9%	4.6%	-15.1%	3.9%	4.6%	-15.1%
Oper. Exp./Passenger	\$1.32	\$1.26	4.3%	\$1.32	\$1.26	4.3%
Oper. Exp./Rev. Mile	\$5.68	\$5.47	3.8%	\$5.68	\$5.47	3.8%
Oper. Exp./Rev. Hour	\$58.51	\$57.28	2.1%	\$58.51	\$57.28	2.1%

CYRIDE QUARTERLY OPERATIONS REPORT

July 1st, 2018 to September 30st, 2018 (1st Quarter)

	FY 2019 1st Qtr	FY 2018 1st Qtr	% CHANGE	FY 2019 YTD	FY 2018 YTD	% CHANGE
FIXED ROUTE						
Fixed Route Passengers	1,332,817	1,372,657	-2.9%	1,332,817	1,372,657	-2.9%
Shuttle Passengers	2,804	1,911	46.7%	2,804	1,911	46.7%
Total Passengers	<u>1,335,621</u>	<u>1,374,568</u>	<u>-2.8%</u>	<u>1,335,621</u>	<u>1,374,568</u>	<u>-2.8%</u>
Transfers	9,843	12,290	-19.9%	9,843	12,290	-19.9%
Revenue Miles	297,415	304,538	-2.3%	297,415	304,538	-2.3%
Revenue Hours	29,064	29,257	-0.7%	29,064	29,257	-0.7%
Revenue Miles per Hour	10.2	10.4	-1.7%	10.2	10.4	-1.7%
Pass./Rev. Mile	4.5	4.5	-0.5%	4.5	4.5	-0.5%
Pass./Rev. Hour	46.0	47.0	-2.2%	46.0	47.0	-2.2%
Operations Expense	\$1,302,160	\$1,308,914	-0.5%	\$1,302,160	\$1,308,914	-0.5%
Maintenance Expense	\$391,900	\$381,938	2.6%	\$391,900	\$381,938	2.6%
Total Expenses	<u>\$1,694,060</u>	<u>\$1,690,852</u>	<u>0.2%</u>	<u>\$1,694,060</u>	<u>\$1,690,852</u>	<u>0.2%</u>
Farebox Revenue	\$69,933	\$81,442	-14.1%	\$69,933	\$81,442	-14.1%
Rev./Exp. Ratio	4.1%	4.8%	-14.3%	4.1%	4.8%	-14.3%
Exp./Passenger	\$1.27	\$1.23	3.1%	\$1.27	\$1.23	3.1%
Exp./Rev. Mile	\$5.70	\$5.55	2.6%	\$5.70	\$5.55	2.6%
Exp./Rev. Hour	\$58.29	\$57.79	0.9%	\$58.29	\$57.79	0.9%

DIAL-A-RIDE						
Passengers	1,988	2,297	-13.5%	1,988	2,297	-13.5%
Revenue Miles	8,417	9,834	-14.4%	8,417	9,834	-14.4%
Revenue Hours	805	970	-17.0%	805	970	-17.0%
Revenue Miles per Hour	10.5	10.1	3.1%	10.5	10.1	3.1%
Pass./Rev. Mile	0.24	0.23	1.1%	0.24	0.23	1.1%
Pass./Rev. Hour	2.5	2.4	4.3%	2.5	2.4	4.3%
Operations Expense	\$40,214	\$41,561	-3.2%	\$40,214	\$41,561	-3.2%
Maintenance Expense	\$0	\$0	#DIV/0!	\$0	\$0	#DIV/0!
Total Expenses	<u>\$40,214</u>	<u>\$41,561</u>	<u>-3.2%</u>	<u>\$40,214</u>	<u>\$41,561</u>	<u>-3.2%</u>
Farebox Revenue	\$0	\$0	#DIV/0!	\$0	\$0	#DIV/0!
Rev./Exp. Ratio	0.0%	0.0%	#DIV/0!	0.0%	0.0%	#DIV/0!
Exp./Passenger	\$20.23	\$18.09	11.8%	\$20.23	\$18.09	11.8%
Exp./Rev. Mile	\$4.78	\$4.23	13.0%	\$4.78	\$4.23	13.0%
Exp./Rev. Hour	\$49.96	\$42.85	16.6%	\$49.96	\$42.85	16.6%

CYRIDE QUARTERLY OPERATIONS REPORT

July 1st, 2018 to September 30st, 2018 (1st Quarter)

	FY 2019 1st Qtr	FY 2018 1st Qtr	% CHANGE	FY 2019 YTD	FY 2018 YTD	% CHANGE
MOONLIGHT EXPRESS						
Passengers	9,882	12,476	-20.8%	9,882	12,476	-20.8%
Revenue Miles	6,396	6,049	5.7%	6,396	6,049	5.7%
Revenue Hours	449	392	14.6%	449	392	14.6%
Revenue Miles per Hour	14.3	15.5	-7.7%	14.3	15.5	-7.7%
Pass./Rev. Mile	1.5	2.1	-25.1%	1.5	2.1	-25.1%
Pass./Rev. Hour	22.0	31.9	-30.9%	22.0	31.9	-30.9%
Operations Expense	\$28,796	\$11,185	157.5%	\$28,796	\$11,185	157.5%
Maintenance Expense	\$10,766	\$10,181	5.7%	\$10,766	\$10,181	5.7%
Total Expenses	<u>\$39,562</u>	<u>\$21,366</u>	<u>85.2%</u>	<u>\$39,562</u>	<u>\$21,366</u>	<u>85.2%</u>
Exp./Passenger	\$4.00	\$1.71	133.8%	\$4.00	\$1.71	133.8%
Exp./Rev. Mile	\$6.19	\$3.53	75.1%	\$6.19	\$3.53	75.1%
Exp./Rev. Hour	\$88.21	\$54.57	61.6%	\$88.21	\$54.57	61.6%
OPERATIONS REVENUE						
Farebox	\$69,933	\$81,442	-14.1%	\$69,933	\$81,442	-14.1%
Transit Contracts	\$216	\$0	#DIV/0!	\$216	\$0	#DIV/0!
I.S.U.	\$0	\$0	#DIV/0!	\$0	\$0	#DIV/0!
Student Body Government	\$0	\$0	#DIV/0!	\$0	\$0	#DIV/0!
City of Ames	\$155,309	\$159,906	-2.9%	\$155,309	\$159,906	-2.9%
IDOT - STA	\$315,005	\$204,019	54.4%	\$315,005	\$204,019	54.4%
Section 5307	\$0	\$0	#DIV/0!	\$0	\$0	#DIV/0!
Other Grants	\$42,717	\$0	#DIV/0!	\$42,717	\$0	#DIV/0!
Other	\$34,762	\$26,847	29.5%	\$34,762	\$26,847	29.5%
Total Operating Revenue	<u>\$617,942</u>	<u>\$472,214</u>	<u>30.9%</u>	<u>\$617,942</u>	<u>\$472,214</u>	<u>30.9%</u>
TOTAL EXPENSES						
Administration	\$241,244	\$233,258	3.4%	\$241,244	\$233,258	3.4%
Safety & Training	\$89,609	\$80,343	11.5%	\$89,609	\$80,343	11.5%
Promotion	\$0	\$0	#DIV/0!	\$0	\$0	#DIV/0!
Bldg. & Grounds	\$43,735	\$59,807	-26.9%	\$43,735	\$59,807	-26.9%
Fixed Route	\$1,694,060	\$1,690,852	0.2%	\$1,694,060	\$1,690,852	0.2%
Dial-A-Ride	\$40,214	\$41,561	-3.2%	\$40,214	\$41,561	-3.2%
Moonlight Express	\$39,562	\$21,366	85.2%	\$39,562	\$21,366	85.2%
Operating Total	<u>\$2,148,424</u>	<u>\$2,127,187</u>	<u>1.0%</u>	<u>\$2,148,424</u>	<u>\$2,127,187</u>	<u>1.0%</u>
Farebox Revenue	\$69,933	\$81,442	-14.1%	\$69,933	\$81,442	-14.1%
Farebox Rev./Exp. Ratio	3.3%	3.8%	-15.0%	3.3%	3.8%	-15.0%
Admin. Expense/Pass.	\$0.28	\$0.27	3.4%	\$0.28	\$0.27	3.4%
Admin. Exp./Rev. Mile	\$1.20	\$1.17	2.9%	\$1.20	\$1.17	2.9%
Admin. Exp./Rev. Hour	\$12.36	\$12.20	1.3%	\$12.36	\$12.20	1.3%
Total Expense/Passenger	\$1.59	\$1.53	4.1%	\$1.59	\$1.53	4.1%
Total Expense/Rev. Mile	\$6.88	\$6.64	3.6%	\$6.88	\$6.64	3.6%
Total Expense/Rev. Hour	\$70.87	\$69.48	2.0%	\$70.87	\$69.48	2.0%

Transit Director's Report

December 2018

1. Facility Study Update

On November 26, 2018, CyRide staff distributed letters to the private property owners west of the Ames city limits that were identified in its Facility Study as potential sites for CyRide's facility expansion. There were 16 sites in total with nine property owners and they were asked to respond by December 15, 2018.. To date, CyRide has received communication from five of the owners with varied interest in CyRide continuing to have their property considered for this expansion. Staff will begin the field review on the sites receiving a positive response and the original seven remaining sites in early December. The chart below recaps the status of each of the 15 privately owned properties and ISU Foundation's site as of December 7, 2018.

Property Owner/Representative	Status/Availability
Douglas McCay Rex Trust – Y Ave. & 240 th St. (2 parcels)	No, in annexation/subdivide discussions with city
Bonnie L. Ballantyne Trustee – S. Dakota Ave. & Zumwalt Station Rd.	No response
Shiva Real Estate LLC – W. Lincoln Way, west of Y Ave. (2 parcels)	Possibly, interested in more conversation
Dennis R. Cooper – Properties at X and Y Ave. (4 parcels)	No
Fieldstone Farms LC – Properties south of Lincoln Way (2 parcels)	Possibly, interested in more conversation
Dan Wiedemeier – Properties north of Hwy. 30 (2 parcels)	Possibly
Michael Alleman – Property on Y Ave.	No response
First National Bank Trustee – S. Dakota, South of Zumwalt Rd.	No response
ISU Foundation – Lincoln Way, west of Y Ave.	No response

2. CyRide Contract Expirations

CyRide will have several contracts expire on June 30, 2019 or require an annual renewal under a longer-term contract. These are as follows with a description of the contract and date CyRide staff anticipates including a discussion of the contract with board members.

- **Intermodal Facility** – CyRide has a contract with the two private bus carriers – Jefferson Lines and Executive Express for office space/waiting areas within the

Intermodal Facility. These are 5-year contracts. Staff will contact both firms in January, after the Producer Price Index, upon which annual lease rate changes are calculated, is released for December 2018 to determine if they are interested in entering into a new contract. Staff anticipates being able to provide information at the February meeting for board consideration.

- **CIT Signature Transportation** – CyRide contracts with CIT for two transit-style buses/drivers to operate a portion of its #21 Cardinal route during the school year. This is a 3-year contract with two, one-year extensions. The 3-year period will end on June 30, 2018. The transit board will need to decide whether to accept the extensions, enter into a new contract or terminate the contract. A customer satisfaction survey will be distributed in February and the results of CyRide’s customer’s comments will be included in a board discussion scheduled for March 2019.
- **HIRTA** – Under a contract with CyRide, HIRTA provides the Americans With Disabilities Act required “complementary,” door-to-door service within Ames for which CyRide is responsible to provide. The 2019-2020 budget year would be the second year of a 3-year contract with HIRTA; however, requires an annual renewal by board members after receiving HIRTA’s proposed rates for the year. In discussions with HIRTA, the new rates will not be calculated until May 2019, so this contract will need to be placed on the board agenda at that time.

2019 Calendar

January

Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

February

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	1	2

March

Su	Mo	Tu	We	Th	Fr	Sa
24	25	26	27	28	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

April

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

May

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

June

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

July

Su	Mo	Tu	We	Th	Fr	Sa
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

August

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

October

Su	Mo	Tu	We	Th	Fr	Sa
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

November

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4