

**AMES TRANSIT AGENCY BOARD OF TRUSTEES**  
**CYRIDE CONFERENCE ROOM**

January 10, 2019

1. CALL TO ORDER: 3:30 P.M.
2. Approval of December 12, 2018 Minutes
3. Public Comments
4. Five Year Capital Improvement Plan
5. Service Change Recommendations
6. 2019-2020 Budget
7. CyRide Drug & Alcohol Policy
8. Transit Director's Report
9. Set Spring/Summer Meeting Dates/Times:
  - February 14, 2019, 4:15 PM
  - March 14, 2019, 4:15 PM
  - April 11, 2019, 4:15 PM
  - May 9, 2019, 4:15 PM
  - June, 13, 2019, 4:15 PM
  - July 11, 2019, 4:15 PM
10. Adjourn

## AMES TRANSIT AGENCY BOARD OF TRUSTEES

AMES, IOWA

December 12, 2018

The Ames Transit Agency Board of Trustees met on December 12, 2018 at 7:30 a.m. in CyRide's Conference room. President Bibiloni called the meeting to order at 7:32 a.m. with Trustees Cain, Jeffrey, Nelson, Schainker, Bibiloni and Schrader present.

Public in Attendance: Cathy Brown and Sarah Lawrence, ISU Facilities Planning & Management.

**Approval of November 14, 2018 Minutes:** Trustee Nelson made a motion to adopt the November 14, 2018 transit board minutes as presented. Trustee Jeffrey seconded the motion. (Ayes: Six. Nays: None.) Motion carried.

**Public Comments:** No public comments.

President Bibiloni inquired about the results from the survey that was conducted regarding the system redesign. Director Kyras stated that there were approximately 500 responses. Of the responses, 85% had indicated that they were not satisfied with the current system. She further explained that of the 8 options proposed, the top four were #1- Peach route service all day, #2- Gold route service in the evenings #3-Peach route increased service for part of the day and #4- Lilac service increase. CyRide staff is currently analyzing the results and will provide a full update at the January board meeting.

**Five Year Capital Improvement Plan:** Director Kyras presented the five year capital improvement plan, stating that the first year in the plan was the most critical portion being approved at this time, as it begins on July 1, 2019 and that the remaining four years of the proposed plan display the anticipated needs, but can be reassessed in the future. Director Kyras pointed out that both the capital improvements and budget plan for the upcoming fiscal year need board approval by January 21, 2019, adding that the TAM plan issues have been incorporated into the budget proposals.

Director Kyras explained the details of the purchases and their funding sources, beginning with the first year. The plan for the first year includes purchasing 4 buses, (3) 40' buses and (1) 60' bus, which are currently approved in a grant, with \$225,000 being funded by the Ames Area MPO. She added that the goal is to have 10 articulated buses servicing the Orange Route, but that CyRide currently only has 6 articulated buses. She explained that the purchase of mini-buses were not in the plan for the first year, due to their low rating in the State's replacement system, even though 67% of the mini-bus fleet is past its useful life. Since it will be another 4 years before they can be replaced, the proposal includes repainting the mini-buses at an expense of \$30,000.

Director Kyras went on to explain the other items in the plan, including the purchase of a support vehicle, which are replaced every 4-6 years, building expansion items that includes replacing the bus wash that will be mostly funded via a state grant and concrete replacement at the Ames Middle School turnaround, A & E services that accompany construction projects, shop and office equipment, which is detailed in the board packet, \$25,000 in bus stop improvements with concrete pads and sidewalks and the redesign and replacement of roughly 430 bus stop signs in the system. Director Kyras also explained the technological improvements that includes the completion of the automated annunciator purchase for the current portion of the project, replacement of the radio systems to match the City and the County, transit specific maintenance software, bus video equipment replacement, additional WiFi access points in bus storage areas and passenger counters for the articulated buses to speed up boarding of passengers.

Director Kyras explained the funding breakdown, stating that the local share would be \$1,386,941, which would be comprised of \$102,520 from the Board's closing balance that is committed to buses, carryover from local match of \$536,737 and the reallocation of \$747,683 from operating to capital expenses. Director Kyras added that the 5 year capital plan worksheet details the first year and expenses for the next 4 years.

Trustee Schainker asked what the long range plan was for the new building, stating that \$715,166 in the reserve is not enough to cover the cost. Director Kyras acknowledged that the current amount is low, but the hope is in that in 2022, 2023 and 2024 there will be additional state grant opportunities for a maximum of \$750,000 through an infrastructure PTIG grant. Director Kyras stated that it is possible that this would not be funded each year, so other grants from the Federal level or the State would be needed to move forward.

Trustees Schainker and Cain also expressed concern that there were negative numbers being budgeted in the 2019-2020 capital plan expenditures. Director Kyras and Assistant Director of Fleet and Facilities, Rich Leners, responded that the negative dollars would be covered by the reallocation of savings on purchases or construction throughout the year, such as concrete.

Trustee Jeffrey inquired about the gas savings for this year. Director Kyras explained that from July to October, gas was budgeted at \$2.75 per gallon, with an actual expense of \$2.34 per gallon. If this trend continues, savings could amount to approximately \$120,000.

Trustee Schainker asked where the \$800,000 was reflected in the figures presented. Director Kyras explained that the capital transfer is listed the capital plan chart, which increased from \$800,000 by an additional \$102,520 in 2020 due to the board's commitment of funds from the closing balance for buses. Trustee Schainker inquired about whether the \$800,000 was included in the next agenda item regarding the

2019-2020 budget. Director Kyras indicated that it was included in next year's budget. Group consensus was that no action be taken at this point in the meeting. Director Kyras said that the topic could be revisited after the budget agenda item.

**State of Iowa Volkswagen Settlement - Application:** Director Kyras explained the temporary funding source that the State of Iowa had recently received, which is the result of a settlement that Volkswagen reached regarding emissions. Funds will be distributed in three cycles, with \$4.9 million released in the first cycle, of which \$3.15 million will be directed to school buses, shuttles and transit agencies, with a cap of \$500,000 per agency. She explained that in order to be eligible, the vehicle must be a model year 2009 or older bus and be scrapped/not sold. She further explained that different types of buses will be funded at different rates, depending on their energy efficiency, with efficient buses at the highest rate.

Director Kyras stated that the four buses that are currently approved for purchase with local dollars could be partially funded via this grant request that is due on January 18, 2019, which would save local dollars currently allocated to this purchase. She explained that approximately \$170,000 could be requested, with a local match of \$45,000. She added that overmatching would increase the possibility of grant funding being awarded. Trustee Schainker inquired if the amount was already approved for funding of these buses. Director Kyras replied that they were approved by the transit board when the federal money was requested approximately one year ago.

Cathy Brown asked if the \$500,000 cap would be available for each of the three cycles. Shari Atwood, Transit Planner, replied that she believed it would be \$500,000 per cycle. Cathy Brown asked if the purchase of electric buses would be considered. Director Kyras stated that electric buses could be a possibility for CyRide in the second cycle of fund distribution after the study was completed in February 2019.

Trustee Cain made a motion to approve the submission of a Volkswagen Settlement grant application by January 18, 2019 to the Iowa DOT in the amount of \$170,640 for the purchase of three 40' buses. Trustee Schrader seconded the motion. (Ayes: 6, Nays: None.) Motion carried.

**2019-2020 Budget:** Director Kyras stated that the information presented was divided into two sections, current status of expenses from July to October and assumptions for the 2019-2020 budget year. She shared that current expenses are up 3% from last year; however, a 3.3% increase was adopted last January, the increase is currently covered in the budget. She shared the following major contributors to the increase compared to last year:

- 53% increase in building costs for electrical issues and restroom supplies, which could lead to a \$48,000 overage, if continued
- 90% increase in maintenance costs for engine failures, which could lead to a \$17,500 overage, if continued

- 34% increase for fuel, with prices up to \$2.34 per gallon compared to \$1.84 per gallon last year; \$2.75 per gallon is currently budgeted, so an annualized savings of \$120,000 could be obtained, if the trend continues

While overall revenues were up by 4.2%, farebox and pass sale revenues were down by 7%, approximately \$16,000, due to the lower fare structure. She elaborated that the interest rate for pooled cash is up by \$26,000 and STA is up by 5.4% or \$42,000.

Trustee Cain asked what the STA (State Transit Assistance) increase was based on. Director Kyras said that it is attributable to a portion of the licensing fees for vehicles and that if more cars are being purchased or are registered in Iowa, the amount increases. She said additional federal and state funds are positively impacting the budget, with an increase of \$72,000 due to things like the ICAAP awards.

Director Kyras stated that there was a decline in the City's Operating Assistance by about 2.2%. She explained that this happened in previous years and believes that it is attributable to unpaid tax bills, but has not yet confirmed this with the City's Director of Finance. Trustee Schainker asked what amount the assistance has declined by. Director Kyras replied that it was approximately \$42,000 less. Trustee Schainker stated that an argument could be made that the amount is obligated to be paid. Director Kyras said that she would get more information from the Director of Finance, and inform the board.

Director Kyras reviewed the chart that explained the operating closing balances, stating that \$1,082,368 was left in the operating closing balance for the 2017/2018 budget year, \$2,586,474 had been committed by the board and that funds in excess of 10% amounted to \$647,880 for a total closing balance of \$4,316,722. Trustee Cain asked if the numbers presented were gross numbers. Transit Scheduler/Administrative Analyst, Rob Jennings, confirmed that they were. Trustee Schainker requested clarification on the three operating closing balance dollars. Director Kyras explained that the total ending balance was \$4,316,722 and that the board-required 10% of the operating expenses closing balance amount was \$1,082,368, encumbered amount was \$2,586,474 and \$647,880 had not been committed to any purpose to-date. President Bibiloni asked whether the committed amount will be taken out of the closing balance at some point. Kyras confirmed that it will over time. Trustee Cain asked if the \$2,586,474 was committed during the 17/18 fiscal year. Director Kyras stated that this amount is the cumulative amount previously committed to projects/expenses that board had approved, not necessarily in the last fiscal year, but funds are committed annually for cash flow purposes. Trustee Schainker inquired if the first line listed on the chart was the closing balance of 10%. Rob Jennings confirmed that it was and that the \$647,880 was the amount above that 10%.

Director Kyras explained the following balances in further detail:

**Capital Balance:** Closing balance is anticipated at \$536,737 for fiscal year 2019, plus the \$715,166 building reserve.

**Student Government Trust Fund Balance:** Closing balance is anticipated at \$365,124 for fiscal year 2019. She added that the amount is lower than what the fee committee desires, but that this is attributable to lower enrollment at ISU the last two years.

Trustee Schainker asked if the funds were moved from the capital reserve balance to build up the \$715,166 designated for the new building. Director Kyras stated that the funds were committed two years ago and that CyRide keeps track of this commitment separately. Trustee Schainker asked if the \$647,880 previously mentioned was completely uncommitted. Director Kyras confirmed that it was.

Director Kyras reviewed the following budget assumptions and major changes in the 2019-2020 budget:

- **Federal Funding:** STIC (Small Transit Intensive Cities) funds were included in the calculations, anticipating \$250,000 more; however, the exact amount is unknown until Congress votes on this later in the spring.
- **State Funding:** Remaining the same as the previous year at \$780,000.
- **Fares:** Underestimated in the current budget at approximately \$235,000, so this revenue is reflected as an increase of \$20,000, at approximately \$255,000. Next year's budget reflects the trending amount of \$255,000 and this year's budget has been amended to reflect this as well. She added that currently fares are continuing to decline.
- **Health Insurance:** Approximately \$100,000 was added to the budget. Rates will increase by 2%, approximately \$14,000 of this increase. She explained that the Affordable Care Act (ACA) has increased expenses of \$86,107, as more drivers are being offered and accepting insurance.
- **Payroll:** Expenses will increase by approximately 4.4% or \$270,332 in comparison to last fiscal year. She explained contributing factors are wage increases and the possible discontinuation of the CIT contract that expires in June, which would increase payroll expenses by \$225,000, but decrease outside professional services expense.

Trustee Cain asked if this amount was inclusive of benefits. Director Kyras stated that it was. She added that the amount requested was reduced by \$20,000, due to savings on anticipated overtime expenses. Trustee Schainker inquired if enough drivers would be hired to operate the service. Director Kyras stated that CyRide is in a much better staffing situation, with only 450 open hours in comparison to 850 at this time last year.

- **Federal and State Taxes:** Increase of \$82,0181 or 7.1%
- **Outside Professional Services:** Decrease of \$47,100 due to no longer needing the assistance of an outside attorney and consultant concerning the Affordable Care Act.

- **Internal Services:** Increase of 1.8% or \$10,682 in addition to funding an additional ¼ clerical person in past years within the Human Resources office to assist with insurance offers under ACA.
- **Maintenance Repairs:** Increase of \$31,500 due to engine failures and an aging fleet.
- **Fuel:** Budget to remain the same at \$2.75 per gallon
- **Funds Transferred to Capital:** \$800,000 transfer from operating budget to capital budget

Director Kyras reviewed the two options that were presented. Option #1 is a baseline option that includes a \$177,255 or 1.5% increase in expenses over the current year, which translates to a 2.5% increase to the three funding partner's increases and reflects a 9.1% closing balance. She explained Option #2 as the same baseline figures, but adds \$200,000 for service expenses, putting the operating expenses budget at 3.2% higher than last year, reflecting a 9% closing balance and creating a 4.95% increase to the funding partners. Director Kyras stated that if the board is uncomfortable with the 9% closing balance, part of the closing balance above 10% could be moved from the uncommitted balance to increase funds in the closing balance.

President Bibiloni asked what funding increase was assumed on the GSB Trust Fund graph. Director Kyras answered that the figures assume there is a 5% increase each year and that anything above 5% would negatively impact the trust fund graph. Trustee Schainker asked if \$200,000 would fund the desired service changes. Director Kyras stated that \$200,000 would cover the top issues for routes such as Peach, Gold and Lilac. Trustee Schainker asked if the goal was to remain at 5% increase or less for funds distributed from the GSB Trust Fund. Director Kyras responded that it is the maximum increase the transit board established several years ago.

Trustee Jeffrey asked if the uncommitted funds were still in interest bearing accounts. Director Kyras replied that the funds are still there unless funds are withdrawn from the reserve.

Director Kyras pointed out that Options #1 and #2 reflect baseline and more operating expenses for additional service only and that they do not include federal requirements or additional commitments that need to be addressed in the next year. She listed several items that need to be addressed, including: Federal requirements for a new Chief Safety Officer position for an additional \$85,000, Union Labor proposal that increases expenses by \$71,000 or net increase of \$35,000 when taking into account the overtime savings, additional 5 hours or service for adjustment to ridership patterns, and hiring a firm to come in and gather data per bus stop in the new system. Director Kyras stated that there is currently no data about ridership per bus stop that would help staff make informed decisions about ridership to determine appropriate service levels. She added that this could possibly wait for the next year, but would need to be done at some point. Trustee Cain asked if the APC's (Automated Passenger Counters) would help

with this. Director Kyras replied that once implemented, it would help on Orange route, but since it is not system wide, other data would still be needed.

Director Kyras summarized the costs for each of the items needing to be addressed and stated that staff's recommendation is Option #2, plus the Chief Safety Officer and Union proposals for a local funding partner increase of 5.4%. She added that staff could take another look at the budget to see if it was possible to reduce expense to achieve the 5% goal. President Bibiloni stated that he would be more comfortable if the increase was at or below 5%. Trustee Schrader added that he is concerned about how the increase translates to additional dollar amounts that the students have to pay. President Bibiloni stated that he was concerned about the timeline presented for returning to the \$500,000 balance and that a longer time line to increase the balance may be needed to control fee increases. Trustee Schrader stated that the fee increases that are projected over the next five years are substantial amounts for students, with \$150 per year for 2017/2018 and \$205 per year in 5 years. Trustee Schrader stated his support for baseline option #1 with the Chief Safety Office and Union proposal at an increase of 3%, due to concerns with how the fees breakdown per student with declining enrollment.

Director Kyras explained that if the additional STIC money is used, this may be a one-time opportunity to spend non-local money on services. She further explained that CyRide 2.0 could benefit from these changes, as there are some adjustments needed to optimize the service. Trustee Schainker asked if the STIC funds required local match. Director Kyras explained that local funding provided via the funding partners could be considered matching dollars, with STIC funding being based on a funding formula. Trustee Cain asked if the STIC money was a one-time funding opportunity. Director Kyras explained that it was an ongoing program. Cathy Brown asked if staff was marking these funds specifically for the service improvement. Director Kyras confirmed that they were as it provided a one-time opportunity to fund this level of service improvement without local funds needed. Trustee Schainker asked if the 2.5% baseline budget included the STIC money. Director Kyras confirmed that it was included in the baseline.

Trustee Schainker asked if last year's expenses for the 5 additional hours of service were also included in the baseline budget proposal. Rob Jennings, Transit Scheduler/Administrative Analyst, stated that they were in the current fiscal year, but left out for the next year's budget. Trustee Bibiloni asked if CyRide could do without the 5 additional hours or if it would jeopardize service. Director Kyras stated that the additional hours of service could be considered a luxury, whereas the Union labor proposals and Chief Safety Officer could be considered a necessity.

Trustee Schainker asked if STIC money was being considered in these budget proposals. Director Kyras confirmed that the baseline plus the option for \$200,000 more in expenses considers the STIC money being utilized. Trustee Jeffrey asked if the \$200,000 for additional services was not funded through the budget process this year, would other services need to be reduced in the future to accomplish service improvements. Director Kyras responded that, in future budgets if the \$200,000 was not allocated to

services next year, that this level of local funding dollars would not be able to be added, or other services would need to be reduced, to make the improvements being suggested. She indicated that by reducing other services, customer concerns would be shifted instead of addressed as proposed in budget option #2. President Bibiloni stated that he would like to see the November survey results in order to make a determination. Director Kyras said that staff could review expenditures and bring a new proposal to the next meeting that was closer to the 5% local funding level by reevaluating line items such as budgeted fuel costs. President Bibiloni stated that he would like to see the Chief Safety Officer position and Union proposals added, but at an increase of 5% or less and possibly less than \$200,000 for services.

Trustee Schrader asked if the \$75,000 savings from Gold route improvements would be available, even without approving option #2. Director Kyras replied that this service could be reduced by direction of the board, independent of the budget decisions for service improvements. She added that the further modifications to the proposals could be presented at the next board meeting.

Trustee Cain made a motion to table the discussion until the next meeting where staff would provide an updated proposal Option #2, including adding a Chief Safety Officer Position and including Union proposals with a 5% or less local funding partner increase. Trustee Nelson seconded the motion. (Ayes: 6, Nays: None.) Motion carried.

Cathy Brown, ISU Facilities & Planning Management, asked that the board follow up on a previous comment regarding stretching the timeline at which the Student Government Trust Fund was replenished to the \$500,000 balance. President Bibiloni stated that fees are trending up on the projections for future fiscal years, with \$7 per semester in the next fiscal year. He stated that he would like to see a policy implemented that capped the student fee increase at for example, \$5.50 per semester, and increase the timeline to replenish the trust fund to the \$500,000 minimum by 2025. Cathy Brown asked if the graph represented projected amounts. Director Kyras replied that the graph was based on projections.

**Five Year Capital Plan:** The transit board returned to the capital improvement plan discussion.

Trustee Schainker made a motion to approve Alternative #1 to defer action on the Five Year Capital Plan until the January 2019 Transit Board meeting. Trustee Schrader seconded the motion. (Ayes: 6, Nays: None.) Motion carried.

**Fuel Purchase Bids:** Director Kyras reviewed the current process that is used to purchase fuel. She explained that fuel is currently purchased under a contract on a calendar year basis from a single vendor, Keck Energy, which will expire on December 31, 2018. Director Kyras shared that the single vendor bid method is believed to be the most efficient method to purchase fuel. This past November, CyRide staff received three bids for the upcoming calendar year, with Diamond Oil providing the best rates/lowest cost.

Trustee Jeffrey asked if the single vendor has worked well in the past and if there would be any administration cost savings. Director Kyras answered that working with one vendor and not preparing a bid every 7-10 days for fuel purchases has worked well; no administrative cost savings would be reflected, but staff costs could be higher if there was no contract. Director Kyras added that a maximum purchase amount would be set by the single vendor contract. Trustee Cain asked if Diamond Oil was lower on all fuel types. Assistant Director Leners replied that they were not, but #1 diesel is only used in the winter and that Diamond Oil has a better price for CyRide much larger consumption of #2 diesel because it is offered at below market value, which led to the overall lower price.

Trustee Schainker motioned to approve an award to Diamond Oil as the overall lowest bidder for CyRide fuel for calendar year 2019 and establish the maximum cost of its fuel purchases for the year of up to the budgeted amount of \$1,127,000. Trustee Jeffrey seconded the motion. (Ayes: 6, Nays: None) Motion carried.

**Turnaround Payment:** Director Kyras stated that the original estimate for the turnaround project on the Gold Route was \$185,000 and that amount increased to \$300,000 during the construction process, which was previously approved by the transit board. Director Kyras received an update from Iowa State University, indicating the final amount was less than the \$300,000 previously determined. She asked how the board would like to apply the savings to the funding parties.

Trustee Schainker motioned to approve Alternative #1 to apply the savings based on the funding partner's revised percentages, which would lower each funding partner's bill and have the result be a direct savings to the funding partners and a smaller savings to CyRide's closing balance. Trustee Nelson seconded the motion. (Ayes: 6, Nays: None) Motion carried.

**Quarterly Operation's Report:** Director Kyras provided details on the system performance for the transit board for the first quarter of the 2018-2019 fiscal year, July to September.

- She indicated that total passengers had decreased by 3.0% or 41,850 rides in comparison to the first quarter of the last fiscal year, 2017-2018.
- She shared possible reasons for the decline, including: housing in walking distance to campus, utilization of Uber and Lyft and the ISU vs. Iowa game not being hosted in Ames this year for Moonlight Express passenger counts.
- She stated that Moonlight Express continues to trend lower and staff is looking to reduce expenses/service levels on this service.

Trustee Cain asked how much the Moonlight Express service had declined. Director Kyras explained that it had decreased by 20.8% and that the expense per passenger had increased approximately \$4 versus \$1.71 per passenger a year ago. Trustee Cain asked what the hours the service ran. Assistant Director, Barb Neal replied that it runs from 10:30pm-2:30am when ISU is in session. President Bibiloni added that he was surprised that Uber and Lyft

were so popular instead of Moonlight Express because they can be expensive during the times that Moonlight Express is available.

- She indicated that passengers per hour had not continued a downward trend and had stabilized under CyRide 2.0
- Director Kyras reviewed the following statistics from the quarter:
  - Expenses per passenger were up
  - Average number of drivers has increased
  - Preventable accidents were down
  - Customer comments had increased by 87% over last year and is expected to remain higher for the next year due to the new service
  - Farebox revenue is down by 14.1%
  - Operations expenses have increased
  - Major mechanical repairs have increased, but are not causing road calls that impact customers
  - Number of buses deep cleaned is higher

### **Transit Director's Report:**

**1) New Facility:** Director Kyras provided a brief update. She indicated that she had received several responses from private land owners. Director Kyras said that Trustee Cain and Cathy Brown of ISU Facilities and Planning & Management will be meeting with the ISU Foundation to discuss a parcel that they own. A property owner, Michael Alleman, has said that land on Y Ave is not available, but has offered an alternate site. She shared that CyRide staff would be touring the possible sites later this week and would provide an update to the board at the next meeting or via email if information is available sooner.

**2) CyRide Contract Expirations:** Director Kyras briefly detailed upcoming contract expiration dates:

**Intermodal Facility:** CyRide's 5 year contract for space at the Intermodal Facility with 2 private bus carriers, Jefferson Lines and Executive Express, will be expiring June 30, 2018. Director Kyras will be sending renewal letters to these carriers in January, so that the December release of the Producer Price Index can be used to assess increases to the contract rate.

**CIT Signature Transportation:** Director Kyras shared that the 3 year contract will be expiring June 30, 2018. She said that the board will need to decide if this contract will be continued. Trustee Schainker inquired if the termination of CIT operating portions of CyRide service would have a positive change to the budget. Transit Scheduler/Administrative Analyst, Rob Jennings, agreed to review and provide additional information.

**HIRTA:** Director Kyras shared that this contract requires an annual renewal for Dial-A-Ride services provided by HIRTA. HIRTA will have their prices calculated in May and will notify CyRide of the new rates. Extensions to the contract will need to be evaluated by the board after receipt of this information.

**Drug and Alcohol Program Policy:** Assistant Director of Operations, Barb Neal, shared with the board that there was an increase in the mandated random drug testing rate, which would require an update to the current drug and alcohol policy. She indicated that the revised policy would be presented at the January meeting for approval, but random testing at the new rate would begin on January 1, 2019 in order to follow the FTA's requirement.

**Next Meeting Dates/Times:**

- January 10, 2019 – 3:30 P.M.
- February 14, 2019 – 4:15 pm
- March 14, 2019 – 4:15 pm
- April 11, 2019 – 4:15 pm
- May 9, 2019 – 4:15 pm
- June 13, 2019 – 4:15 pm
- July 11, 2019 – 4:15 pm

**Adjourn:** President Bibiloni made a motion to adjourn the meeting and Trustee Nelson seconded the motion. The meeting was adjourned at 9:07 A.M. (Ayes: Six. Nays: None.) Motion carried.

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Juan Bibiloni, President

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Julie Brousard, Recording Secretary

**CITY OF AMES, Iowa**

**MEMO TO:** Ames Transit Board of Trustees

**FROM:** Sheri Kyras

**DATE:** January 10, 2019

**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.

This information was presented to the Transit Board at the December 2018 meeting. The only modification to this information presented at that time is the reduction of shop equipment expenses to make the 2019-2020 and 2022-2023 years balance (reduction from \$50,000 to \$45,000). The 2019-2020 change is reflected in the chart on the next page.

**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 on the following chart.

Purchase	Other Share		Local Share	Total Cost
	Federal	State/GSB	CyRide	
<b>Vehicle Replace.</b>				
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
<b>SUBTOTAL</b>	<b>\$1,830,320</b>	<b>\$0</b>	<b>\$517,280</b>	<b>\$2,347,600</b>
<b>Bdg. Expan. &amp; Modern.</b>				
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
<b>SUBTOTAL</b>	<b>\$0</b>	<b>\$517,042</b>	<b>\$249,261</b>	<b>\$766,303</b>
<b>Shop/Office Eqt.</b>				
<b>Shop Equipment</b>	<b>\$0</b>	<b>\$0</b>	<b>\$45,000</b>	<b>\$45,000</b>
Air Compressor	\$0	\$0	\$25,000	\$25,000
Computers/Eqt.	\$0	\$0	\$20,400	\$20,400
Forklift	\$0	\$0	\$60,000	\$60,000
<b>SUBTOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$150,400</b>	<b>\$150,400</b>
<b>Bus Stop Improve.</b>				
Concrete at Shelters	\$0	\$0	\$25,000	\$25,000
Bus Stop Signs	\$0	\$0	\$20,000	\$20,000
<b>SUBTOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$45,000</b>	<b>\$45,000</b>
<b>Technology</b>				
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
<b>SUBTOTAL</b>	<b>\$440,000</b>	<b>\$0</b>	<b>\$420,000</b>	<b>\$860,000</b>
<b>TOTAL</b>	<b>\$2,270,320</b>	<b>\$517,042</b>	<b>\$1,382,091</b>	<b>\$4,169,303</b>
<b>Carryover Local</b>	---	---	<b>\$536,737*</b>	---
<b>Board Closing Balance Committed to Buses</b>	---	---	<b>\$102,520</b>	---
<b>Total 2018-2019 Local</b>	---	---	<b>\$747,834</b>	---

\* 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 \$1,316, 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 \$747,834 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 (2<sup>nd</sup> 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. Approve the Five Year Capital Improvement Plan as presented.
2. Approve the Five Year Capital Improvement Plan, with board modifications.
3. Do not approve the Five Year Capital Improvement Plan.

**RECOMMENDATION:**

The Transit Director recommends Alternative #1 to approve the Five Year Capital Improvement Plan as presented. It will provide CyRide with needed capital purchases to meet its federal requirements, as well as smoothly and efficiently operate service over the next five-year period.

**TRANSPORTATION - TRANSIT**

<b>EXPENDITURES:</b>	<b>TOTAL</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>
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	390,000	150,400	45,400	70,400	59,400	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
<b>Total Expenditures</b>	<b>13,007,632</b>	<b>4,169,303</b>	<b>2,498,700</b>	<b>1,938,318</b>	<b>2,673,358</b>	<b>1,727,953</b>
<b>REVENUES:</b>						
<b>City:</b>						
Transit Fund	4,656,419	1,461,941	884,420	758,984	889,964	661,110
<b>Other:</b>						
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	
<b>Total Revenues</b>	<b>13,007,632</b>	<b>4,169,303</b>	<b>2,498,700</b>	<b>1,938,318</b>	<b>2,673,358</b>	<b>1,727,953</b>

**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
<b>COST:</b>						
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	
<b>TOTAL</b>	<b>6,706,329</b>	<b>2,347,600</b>	<b>1,478,300</b>	<b>557,918</b>	<b>1,623,958</b>	<b>698,553</b>
<b>FINANCING:</b>						
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	
<b>TOTAL</b>	<b>6,706,329</b>	<b>2,347,600</b>	<b>1,478,300</b>	<b>557,918</b>	<b>1,623,958</b>	<b>698,553</b>

**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
<b>COST:</b>						
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
<b>TOTAL</b>	<b>4,386,303</b>	<b>766,303</b>	<b>825,000</b>	<b>1,115,000</b>	<b>840,000</b>	<b>840,000</b>
<b>FINANCING:</b>						
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
<b>TOTAL</b>	<b>4,386,303</b>	<b>766,303</b>	<b>825,000</b>	<b>1,115,000</b>	<b>840,000</b>	<b>840,000</b>
<b>PROGRAM - ACTIVITY:</b>		<b>DEPARTMENT:</b>	<b>ACCOUNT NO.</b>			
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 (\$2,600)
- 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		
<b>COST:</b>								
Computers/ Office Equipment	90,000	20,400	20,400	20,400	14,400	14,400		
Forklift	60,000	60,000						
Shop Equipment	215,000	45,000	25,000	50,000	45,000	50,000		
Air Compressor	25,000	25,000						
<b>TOTAL</b>	<b>390,000</b>	<b>150,400</b>	<b>45,400</b>	<b>70,400</b>	<b>59,400</b>	<b>64,400</b>		
<b>FINANCING:</b>								
Transit Fund	390,000	150,400	45,400	70,400	59,400	64,400		
<b>TOTAL</b>	<b>390,000</b>	<b>150,400</b>	<b>45,400</b>	<b>70,400</b>	<b>59,400</b>	<b>64,400</b>		
<b>PROGRAM - ACTIVITY:</b>							<b>DEPAR</b>	<b>ACCO</b>
							<b>TMENT</b>	<b>UNT</b>

**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
<b>COST:</b>						
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				
<b>TOTAL</b>	<b>295,000</b>	<b>45,000</b>	<b>25,000</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>
<b>FINANCING:</b>						
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
<b>TOTAL</b>	<b>295,000</b>	<b>45,000</b>	<b>25,000</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>
<b>PROGRAM - ACTIVITY:</b>		<b>DEPARTMENT:</b>		<b>ACCOUNT NO.</b>		
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
<b>COST:</b>						
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		
<b>TOTAL</b>	<b>1,230,000</b>	<b>860,000</b>	<b>125,000</b>	<b>120,000</b>	<b>75,000</b>	<b>50,000</b>
<b>FINANCING:</b>						
Transit Fund	870,000	500,000	125,000	120,000	75,000	50,000
5310 Funds	360,000	360,000				
<b>TOTAL</b>	<b>1,230,000</b>	<b>860,000</b>	<b>125,000</b>	<b>120,000</b>	<b>75,000</b>	<b>50,000</b>

**CyRide Capital - FY17 to FY24 Revised**

12/27/18 2:38 PM

		FY18	FY19	FY20	FY21	FY22	FY23	FY24
<b>Capital</b>		<b>Actual</b>						
<b>Beginning Balance</b>		<b>\$ 1,789,144</b>	<b>\$ 753,963</b>	<b>\$ 536,737</b>	<b>\$ 1,316</b>	<b>\$ 3,216</b>	<b>\$ 68,232</b>	<b>\$ 2,268</b>
State/Federal Building	80%	\$ 50,598						
PTIG Building	80%		\$ 405,009	\$ 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
<b>Capital Revenues</b>		<b>\$ 1,637,161</b>	<b>\$ 1,857,899</b>	<b>\$ 3,633,882</b>	<b>\$ 2,500,600</b>	<b>\$ 2,003,334</b>	<b>\$ 2,607,394</b>	<b>\$ 1,890,843</b>
<b>Total Available</b>		<b>\$ 3,426,305</b>	<b>\$ 2,611,863</b>	<b>\$ 4,170,619</b>	<b>\$ 2,501,916</b>	<b>\$ 2,006,550</b>	<b>\$ 2,675,626</b>	<b>\$ 1,893,111</b>
	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 Liac @ 80%	3 Minibus	1-40' bus, 1 is PTMS funded @ 50%	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	\$ 45,000	\$ 25,000	\$ 50,000	\$ 45,000	\$ 50,000
Computers/Office Equip.		\$ 125	\$ 34,000	\$ 20,400	\$ 20,400	\$ 20,400	\$ 14,400	\$ 14,400
Fluid Mangement								
Electric Hoist		\$ 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		\$ -	\$ 98,752					
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				
<b>Capital Expenses</b>		<b>\$ 1,957,176</b>	<b>\$ 2,075,126</b>	<b>\$ 4,169,303</b>	<b>\$ 2,498,700</b>	<b>\$ 1,938,318</b>	<b>\$ 2,673,358</b>	<b>\$ 1,727,953</b>
<b>Ending Balance</b>		<b>\$ 1,469,129</b>	<b>\$ 536,737</b>	<b>\$ 1,316</b>	<b>\$ 3,216</b>	<b>\$ 68,232</b>	<b>\$ 2,268</b>	<b>\$ 165,158</b>
Building Reserve		\$ 715,166						
<b>Balance without Building</b>		<b>\$ 753,963</b>	<b>\$ 536,737</b>	<b>\$ 1,316</b>	<b>\$ 3,216</b>	<b>\$ 68,232</b>	<b>\$ 2,268</b>	<b>\$ 165,158</b>

**CITY OF AMES, Iowa**

**MEMO TO:** Ames Transit Board of Trustees

**FROM:** Sheri Kyras

**DATE:** January 10, 2019

**SUBJECT:** Service Change Recommendation

**BACKGROUND:** At the April 2017 board meeting, transit board members approved the new CyRide 2.0 route structure and service levels. Since that time, staff has been working toward implementation and then monitoring of this new system. The first phase of its implementation began with smaller changes over the summer beginning in May 2018 and major changes in mid-August 2018. If modifications to the current route structure and schedules are desired, they would need to be included in the 2019-2020 CyRide operating budget.

**INFORMATION:** As with any major service change, after learning how the community desires to use the new system, modifications to this structure have been identified that could benefit CyRide customers. Staff has been documenting this customer feedback through various methodologies: comments via email/telephone, customer survey. Additionally, over the fall semester, staff has identified ridership patterns and trends on this new service. Each of these data points will be briefly discussed and then, based on this data, a staff recommendation has been developed regarding modifications that could be included in the 2019-2020 budget.

**Email/Telephone Comments**

An updated summary of comments received via telephone and email is attached, entitled “Summarized Fall Service Customer Comments/Suggestions by Route.” Three additional customers have provided comments since the last version was presented to the Transit Board of Trustees last fall. The top five requests from this feedback are as follows:

1. **#11 Cherry and #12 Lilac (From West Ames)** - Routes need to circulate through campus
2. **#14 Peach** – Needs more frequent service
3. **#12 Lilac (From West Ames)** – Need to add midday service
4. **#6 Brown and #25 Gold (North of Campus)** – Need to add crossing signal on Stange
5. **#25 Gold (Towers to SUV)** – Need service on breaks

## Customer Survey

CyRide designed an online survey to gain feedback on eight proposals staff had developed based upon the email/telephone comments and also asked for other suggestions. This survey was available from Nov. 13 through Dec. 3, 2018 and was advertised through press releases, CyRide’s website, e-notifications, Facebook, Twitter, Inside Iowa State articles, and emails sent directly to students. The following briefly summarizes the results from the 492 survey responses:

- **Question #1 - “I am satisfied with the current transit service CyRide offers under CyRide 2.0 and no changes are needed.”**
  - **Yes** – 14.42 (71)
  - **No** – 85.57% (421)
- **Question #2 - Prioritize the following services by telling CyRide which service option(s) will provide greater benefit to the community** (weighed responses based on allocation of \$100 to show importance of service modification)

Service Change	Total Dollars Given to Option	Total Responses
<b>Other Service Options*</b>	\$7,980 (1)	158
<b>#14 Peach – All Day</b>	\$3,575 (2)	62
<b>Earlier Morning Service</b>	\$2,358 (3)	65
<b>#14 Peach – Peak Periods</b>	\$1,599 (4)	48
<b>#25 Gold – Eve. Service</b>	\$1,095 (5)	42
<b>#11 Cherry – Eve. Service</b>	\$944 (6)	41
<b>#11 Cherry – Breaks</b>	\$764 (7)	36
<b>#25 Gold – Breaks/Summer</b>	\$735 (8)	33
<b>#12 Lilac – Midday</b>	\$650 (9)	27

\* Divided among 75 service suggestions

- **Question #3 - Rank the service options** (simple ranking of preference)

Service Change	Rank	Total Responses
<b>Other Service Options</b>	1	152
<b>Earlier Morning Service</b>	2	94
<b>#14 Peach – All Day</b>	3	77
<b>#14 Peach – Peak Periods</b>	4	79
<b>#11 Cherry – Eve. Service</b>	5	52
<b>#11 Cherry – Breaks</b>	6	55
<b>#25 Gold – Eve. Service</b>	7	64
<b>#25 Gold – Breaks/Summer</b>	8	55
<b>#12 Lilac – Midday</b>	9	46

The “Other Service Options” response consists of 75 additional service suggestions by CyRide customers (attached is a summary of the comments). The top most common responses (responses with more than two comments) are as follows with more detailed information regarding these on pages 23-26:

- **Return Route:** Old Gold Route (15) – possibly one or a few individuals may have comments multiple times (responses were similar at approximately the same time on the same day)
- **Return Route:** West Ames - Buses Should Circulate Through Campus (10)
- **Return Route:** Red - #1A (8)
- **Peach Route:** More convenient service (7); Better Vet Med Service (3)
- **Brown Route:** Extend evening service (6)
- **Red/Green Routes:** Need to meet at City Hall (5)
- **Green Route:** More frequent during ISU sessions (3)

Each of the methods described above garnered similar themes. Customer’s desire for:

- Previous service (comfort with old service level) – routes and campus circulation
- Additional Peach Route service to address Vet. Med concerns
- More evening service on Gold, Brown and Cherry service
- More service during breaks/summers on Gold and West Ames routes
- Earlier trips in the morning on various routes with better connections

While there are a number of other service suggestions that would allow for more convenient use of CyRide services, it is staff’s recommendation that the most common suggestions (themes) be considered for budget year 2019-2020 service modification considerations. The cost of these suggestions total more than staff/board members have discussed in possible funding scenarios and move CyRide closer to previous service levels provided in areas of Ames, as opposed to the additional suggestions that further enhance service beyond what was previously provided. Further, it is recommended that the additional suggestions, not able to be considered at this time, be included in a list of future service considerations.

### **Fall Ridership**

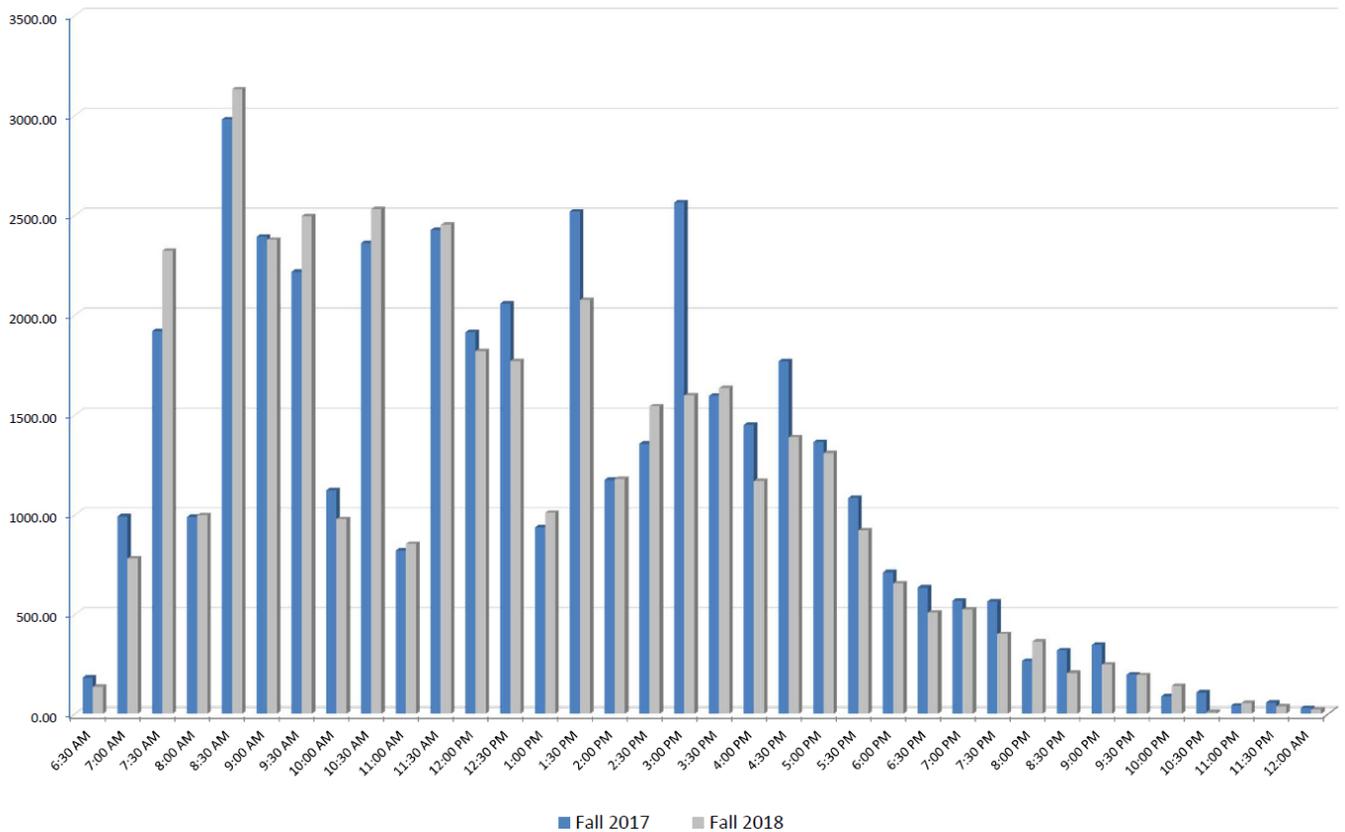
In reviewing ridership by route for Fall 2018 versus Fall 2017 (for the period between Labor Day and Thanksgiving), several trends have been identified:

- **#23 Orange route** ridership is higher by approximately 1.2% - adding about 100,000 additional rides compared to one year ago.
- **West Ames routes** in total are approximately 14% lower - 300,000 fewer rides compared to one year ago. This could be attributed to lower occupancy in West Ames as students have chosen newer housing options closer to campus or some of the decline could be as a result of the CyRide 2.0 service changes:

- Splitting routes (Red route #1A into Lilac and Cherry) with no midday service on Lilac (implemented to address overcrowding on route #1 and #1A)
- Not circulating through campus on Lilac, Cherry and Purple routes (implemented to address congestion/safety issues on campus)
- **All other routes** (besides West Ames routes) are either comparable to ridership one year ago or slightly higher. This trend points to the conclusion that the sole reason for CyRide’s current ridership decline is a result of West Ames ridership.
- **New #25 Gold route** is performing as anticipated at a level comparable to the #1 Red route, providing more than 90,000 rides per month, which makes the route equivalent to CyRide’s #1 Red route and tied as CyRide’s second busiest route.
- **Peak passenger loads** in the morning are higher than one year ago; likewise afternoon passenger loads are smaller. This may be attributed to lower enrollment and possible modifications to class times by ISU with more morning classes. See chart below. The result is even higher peaking periods than in previous years, which is more challenging for a transit system.

### Average Passengers Per Half Hour - System Wide

9/4/18 to 11/16/18



**Service Change Recommendation**

After analyzing the data/feedback gathered regarding CyRide 2.0 services, staff has developed ten proposals to enhance service (an increase of two proposals after reviewing the November/December survey responses) and one service reduction as follows:

<b>Service Change</b>	<b>Estimated Cost</b>
<b>Earlier morning service</b> – one trips on 3-5 routes	+\$24,400
<b>#6 Brown</b> – Extend weekday evening service until 10:30 pm	+\$ 35,433
<b>#11 Cherry</b> – Weekday evening service until 10 pm	+\$39,706
<b>#11 Cherry</b> – During school year breaks	+\$13,876
<b>#12 Lilac</b> – Midday service, 10 am to 2 pm – 20 min. freq.	+\$69,248
<b>#12 Lilac</b> – Midday service, 10 am to 2 pm – 40 min. freq.	+\$37,481
<b>#14 Peach</b> – All day service	+\$165,675
<b>#14 Peach</b> – Peak Hour or 6 Hours	+\$93,122
<b>#25 Gold</b> – Weekday evening service (10:30 pm– 12:30 am)	+\$21,652
<b>#25 Gold</b> – During summer/breaks, 7:30 am – 10 pm	+\$73,892
<b>#25 Gold</b> – Reduce freq. from 10 mins. to every 12 mins.	-\$76,000

Of the ten proposals, staff recommends the following five, plus the service reduction, totaling less than the board-directed, maximum, net increase of \$200,000 in expenses:

<b>Service Change</b>	<b>Estimated Cost</b>
<b>#14 - Peach - Peak Hour</b>	\$93,122
<b>#25 - Gold - Breaks/Summer</b>	\$73,892
<b>#25 - Gold - Eve.</b>	\$21,652
<b>#11 Cherry – Eve.</b>	\$39,706
<b>Early Morning Trips</b>	\$24,300
<b>#25 Gold Route – Service Reduction</b>	-\$76,000
<b>Net Total Expenses</b>	<b>\$176,672</b>

Attached are copies of the above routes for reference. Staff is also recommending that all of the above changes be implemented on August 19, 2019, except for the #25 Gold route summer/break change, which is recommended be implemented at the beginning of the summer service on May 13, 2019. The additional cost to the current budget year (2018-2019) would be \$27,223 and could be secured from the additional Small Transit Intensive Cities funding, which CyRide will receive this year, but was not included in the adopted budgeted. Staff is currently evaluating an option that would provide a higher frequency of service to Vet. Med. customers (20 min. versus 30 min.), but would require a deviation (one direction only) of

the #9 Plum route to serve the area, resulting in a no cost solution. Staff will work with the College of Veterinary Medicine and other ISU representatives to further evaluate this option and will bring the results of this discussion to the board at its February meeting. If the final recommendation and board decision is to proceed forward with this no cost solution, either a cost savings could be realized or additional service needs considered in February to replace the #14 Peach route modification expenses.

**ALTERNATIVES:**

1. Approve staff's recommendation to implement five service enhancements and one service reduction, as presented, effective August 19, 2019 and implementation of the #25 Gold summer/breaks recommendation effective May 13,2019 at a cost of \$27,223 in the current budget year.
2. Table action on service enhancements/reduction until the February 2019 Transit Board meeting and include \$176,672 additional in net service expenses in the 2019-2020 budget.
3. Do not include service enhancements in the 2019-2020 budget, but approve the #25 Gold service reduction and inclusion in the 2019-2020 budget (reduction of \$76,000 in expenses).
4. Do not include service enhancements/reduction in the 2019-2020 budget.

**RECOMMENDATION:**

The Transit Director recommends approval of Alternative #1 to include five service enhancements and one service reduction in the 2019-2020 budget and to implement these changes in two time periods in 2019. Staff believes the extensive public input has guided staff in development of service proposals that will maximize benefits within the community and fill in gaps identified in its current CyRide 2.0 service. With additional Small Intensive Cities funding beginning in the current year (2018-2019), these changes will allow CyRide to implement new services with no additional local funding needed by its funding partners. Additionally, early approval of these changes (in January) will allow the community to identify where and how often services will be provided in the community next year, as decisions regarding student housing are being made. Alternative #2 can also be chosen if the board desires to wait until the Vet. Med. evaluation is completed.

## SUMMARIZED FALL SERVICE CUSTOMER COMMENTS/SUGGESTIONS BY ROUTE

- 78 customer comments
- 130 suggestions

### #1 Red Route

# of Req.	Route Requests	Staff Perspective
1	Earlier trips at 6:25 AM	May be possible through scheduling next year

### #2 Green Route

# of Req.	Route Requests	Staff Perspective
1	Transfer times from Red route to not connect at City Hall – travel is longer	Can take Red to Gold and maintain same travel time as before
1	More trips past High School	Would create schedule issues

### #5 Yellow Route

# of Req.	Route Requests	Staff Perspective
2	Need later night service	Would increase expenses
2	Sunday service	Would increase expenses

### #6 Brown Route

# of Req.	Route Requests	Staff Perspective
5	Need pedestrian crossing signal on Stange	Asked City's Traffic Dept. to evaluate this location for a signal
3	Brown route operate through SUV Northbound on weekends	Staff will review; possible increased expenses and confusion for passengers
1	Earlier trips in AM	Would increase expenses
3	Longer evening service hours	Would increase expenses
1	More trips before 8 am/more capacity at 8:40 am	Would increase expenses
1	More capacity at 5 pm instead of waiting 20 mins. for next bus	Will look at capacity of trip at 5 and 5:20 pm to determine if an extra bus is needed
1	Add N. Loop Drive stop back on route	Would increase expenses

### #7 Purple Route

# of Req.	Route Requests	Staff Perspective
1	Need later night service	Would increase expenses

### #9 Plum Route

# of Req.	Route Requests	Staff Perspective
1	Need weekend service	Would increase expenses
1	Need more frequent service	Would increase expenses
1	Later night service	Would increase expenses

### #11 Cherry Route

# of Req.	Route Requests	Staff Perspective
7	Route needs to circulate through campus	Would increase expenses, increase congestion on Osborn Dr.
5	Need later night service	Would increase expenses
2	More AM trips	Would increase expenses
1	Add a new bus stop at new apts.	Completed Aug. 23
2	Need service during breaks	Would increase expenses

### #12 Lilac Route

# of Req.	Route Requests	Staff Perspective
13	Route needs to circulate through campus	Would increase expenses, increase congestion on Osborn Dr.
11	Need to add mid-day service	Would increase expenses
5	Need pedestrian crossing signal on S. Dakota	Asked City's Traffic Dept. to evaluate this location for a signal
3	Need later night service	Would increase expenses
2	Add bus stop (southbound on S. Dakota @ Steinbeck	Added Aug. 30
3	Operate service on breaks	Would increase expenses
2	Operate service on weekends	Would increase expenses
1	Need earlier trips in AM	Would increase expenses

### #14 Peach Route

# of Req.	Route Requests	Staff Perspective
17	Need more frequent service	Would increase expenses
2	Modify route to operate on Wheeler	Could implement at no cost SB
1	Need later night service	Would increase expenses
1	Modify route to operate on Wheeler	May be possible on demand
1	Needs to be a free circulator service	Would reduce revenues; impact entire route
1	Modify route to operate through SUV	Would increase expenses

### #25 Gold Route

# of Req.	Route Requests	Staff Perspective
8	Need service on breaks	Would increase expenses
4	Need pedestrian crossing signal on Stange	Asked City's Traffic Dept. to evaluate this location for a signal
3	Need service on the weekends	Would increase expenses
1	Need to operate service during the summer	Would increase expenses
1	Need additional AM trip	Added Aug. 27
2	Later night service	Would increase expenses

### EASE Zone Service

# of Req.	Route Requests	Staff Perspective
1	Need 9 am service at DMACC	Will survey customers this fall and determine if the schedule can be modified

### Other

# of Req.	Route Requests	Staff Perspective
2	Need to guarantee transfers on campus	Would increase expenses
1	Provide service on all routes to arrive for 7:00, 7:30 and 8:00 am start times and 4:00, 4:30 and 5:00 pm end times	Would increase expenses
1	New service does not work	-----

## CHANGES WITH THE HIGHEST NUMBER OF REQUESTS

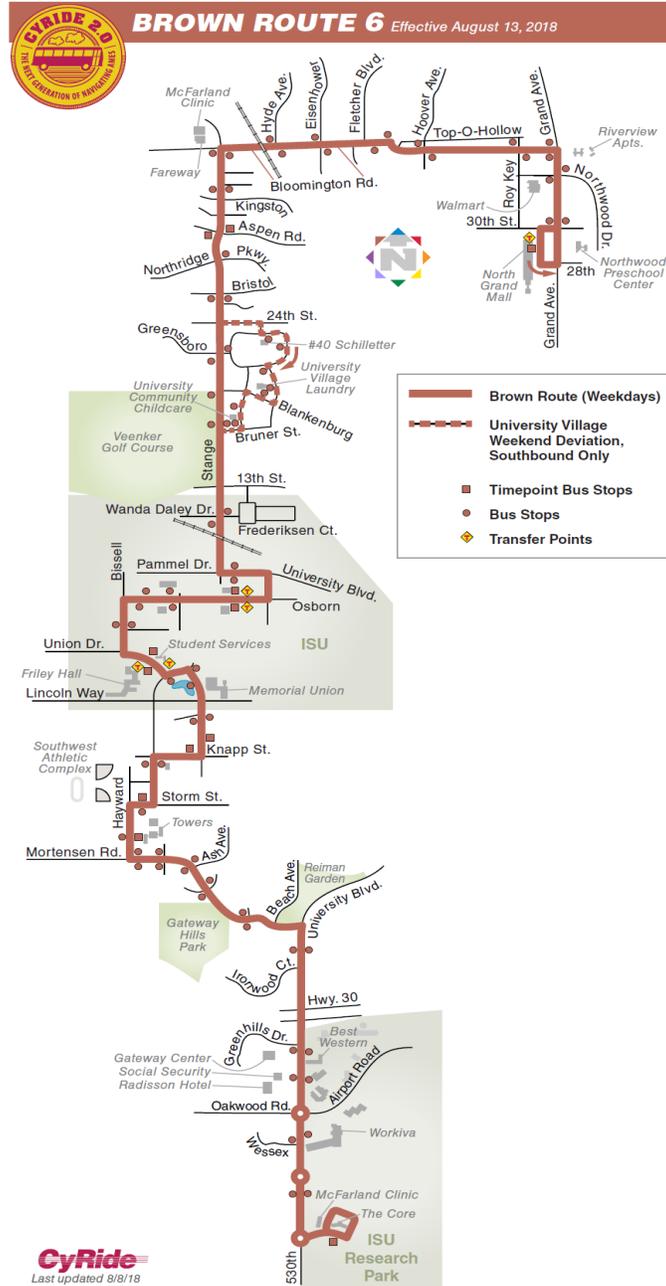
Route #	# of Req.	Route Requests	Staff Perspective
11/12	20	Route needs to circulate through campus	Would increase expenses, increase congestion on Osborn Dr.
14	17	Need more frequent service	Would increase expenses
12	11	Need to add mid-day service	Would increase expenses
6/25	9	Need pedestrian crossing signal on Stange	Asked City's Traffic Dept. to evaluate this location for a signal
25	8	Need service on breaks	Would increase expenses
11	5	Need later night service	Would increase expenses
12	5	Need pedestrian crossing signal on S. Dakota	Asked City's Traffic Dept. to evaluate this location for a signal
25	3	Need service on the weekends	Would increase expenses
6	3	Brown route operate through SUV Northbound on weekends	Staff will review; possible increased expenses and confusion for passengers
12	3	Need later night service	Would increase expenses
14	2	Modify route to operate on Wheeler	Could implement SB only
11	2	More AM trips	Would increase expenses
12	2	Operate service on breaks	Would increase expenses
12	2	Operate service on weekends	Would increase expenses
6	2	Need later night service	Would increase expenses
25	2	Need later night service	Would increase expenses
5	2	Need later night/Sunday service	Would increase expenses

# ROUTES IMPACTED BY SERVICE CHANGE RECOMMENDATION

## Earlier Morning Trips

Many additional early morning trips have been recommended by customers and staff. Staff will choose as many routes as possible utilizing the \$24,400 budget. A more thorough analysis of requests and staff comments will determine which route will be included in the final changes.

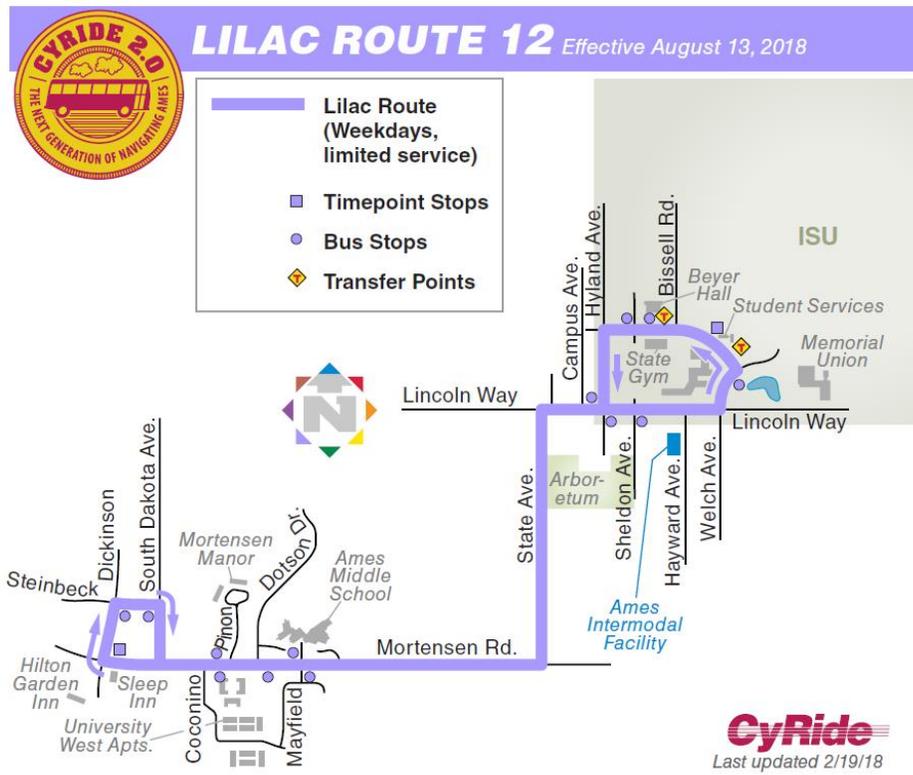
## #6 Brown



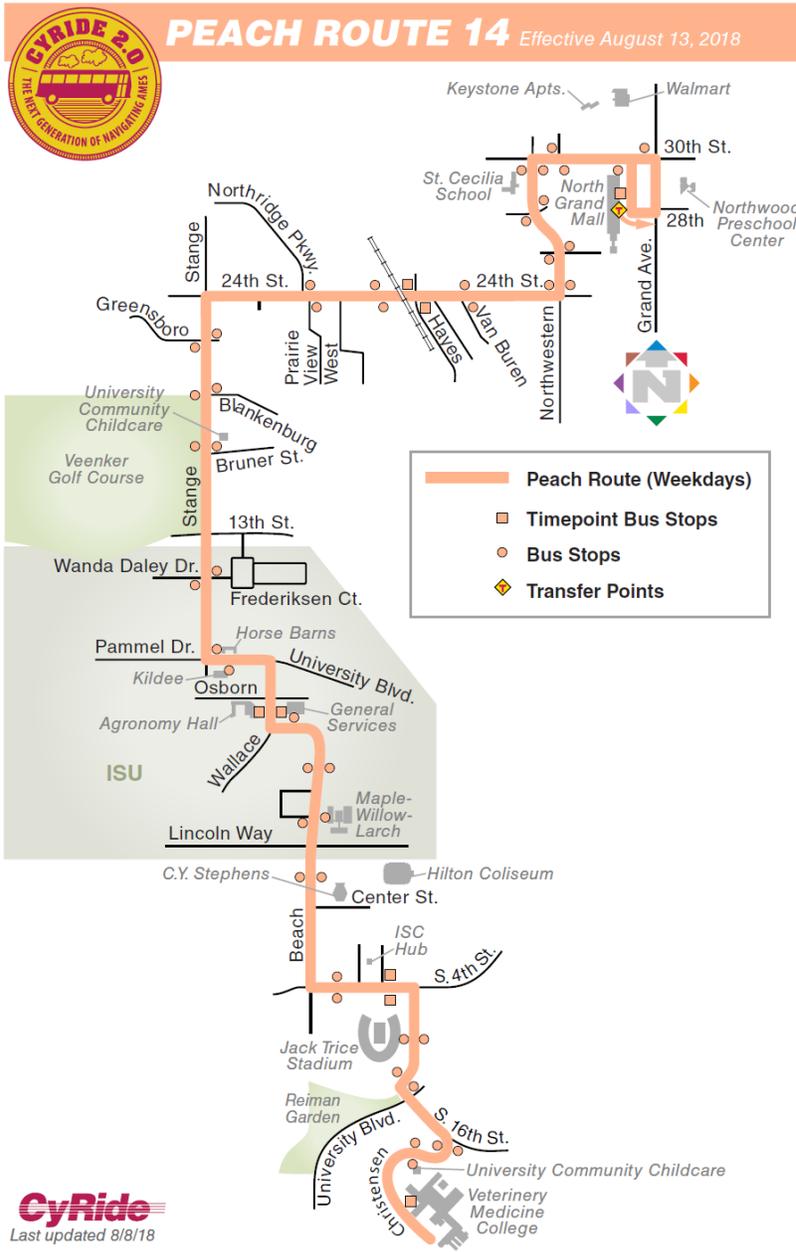
# #11 Cherry



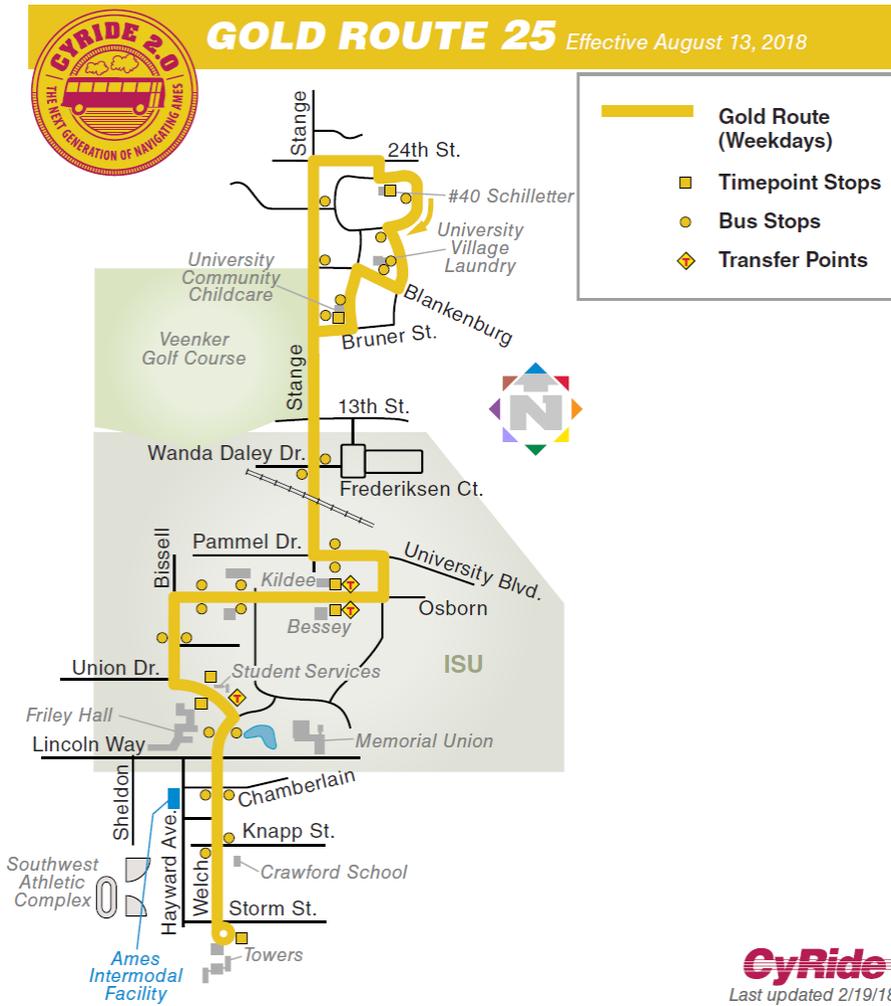
# #12 Lilac



**#14 Peach**



**#25 Gold**



## “OTHER” ROUTE SUGGESTIONS FROM SURVEY

### #1 Red:

- Reduce service to 20 mins. (currently 15 mins.) - 1
- Earlier morning buses – 1
- Run ISU school trips till end of Ames School ends – 1 (Scheduler will review summer schedule to determine the concern and see if there are solutions)
- More buses to football games – 1
- Deviate to Steinbeck & Dickensen – 1
- Return Route #1A Red (new Lilac and Cherry) – 8
- Leave Mall before 7:50 am so Middle School Students Are At School Before 8 am – 1
- Coordinate transfer better - 1

### #2 Green:

- Add morning service to high school – 1
- Shorten wait times – 1
- Modify route to operate past Ames Library – 1
- More frequent service – 1
- More frequent during ISU session – 3
- More service 6<sup>th</sup> St. to Campus – 1
- Earlier trip to the high school or modify current time – 1 (Scheduling staff will review)
- Add more buses from campus between 4:30 – 6 pm (overcrowding) – 1 (Operations staff will review the ridership counts by trip to determine if there are overcrowding. To-date staff has not seen trips be consistently overcrowded which would warrant an additional bus)

### #1 Red & #2 Green:

- Buses need to meet at City Hall – 5 (See explanation under “Top Suggestions” section)
- More frequent service – 1
- Go back to old schedule – 1

### #3 Blue:

- Add an earlier trip – 1
- Reroute to avoid Lincolnway & Beach – 1
- Extend to 1 am – 1
- Add more buses from campus between 4:30 – 6 pm (overcrowding) – 1 (Operations staff will review the ridership counts by trip to determine if there are overcrowding. To-date staff has not seen trips be consistently overcrowded which would warrant an additional bus)

#### #5 Yellow:

- Extend service to 10 pm – 2
- Run a smaller bus and keep current route (to keep route on time) – 1 (Staff will monitor ridership over the next year as the new apartments are open to determine if ridership levels could warrant a smaller bus. There is also an operational concern with a smaller bus on S. Duff due to speeds and traffic levels)
- More frequent during the day – 1
- Reinstate 4A Gray/Yellow midday – 1
- Extend to Kate Mitchell School - 1

#### #6 Brown:

- More weekend service – 2
- Evening service – 6
- Break and holiday service – 1
- Add back N. Loop service – 1
- Add more buses from campus between 4:30 – 6 pm (overcrowding) – 1 (Operations staff will review the ridership counts by trip to determine if there are overcrowding. To-date staff has not seen trips be consistently overcrowded which would warrant an additional bus)
- Reduce service to 30 mins. – 1
- More frequent service - 2

#### #7 Purple:

- Operate through campus - 1

#### #9 Plum:

- Loop through S. Duff after yellow ends -1 (Staff will review this, but the Plum route could also be used to address Vet Med concerns without adding cost)
- Add weekend service – 1
- Deviate to Vet. Met. 4 – 10 pm – 1 (Staff will review as part of previous suggestion)
- Add stop at Vet. Med – 2

#### #11 Cherry:

- Extend service hours – 1
- Add service all day – 1
- Modify route to travel Steinbeck & Dickensen – 1
- Add weekend service – 1
- Coordinate transfers better - 1

**#12 Lilac:**

- Travel through campus – 1

**#11 Cherry & #12 Lilac:**

- Merge these two routes together – 1
- Eliminate stops between W. Ames and campus – 1

**#14 Peach:**

- Modify route to operate through SUV – 1
- More convenient and frequent – 7
- Better Vet Med service – 3
- Add weekend service – 2

**#21 Cardinal:**

- Add weekend service - 1

**#23 Orange:**

- Add Vet Med to this route – 2
- More frequent service (overcrowding) – 3

**#25 Gold Route:**

- Add weekend service – 2
- Return to old Gold route – 15 (believe this is multiple responses from same person)
- Reduce service to 15 min. level (currently 10 min.) – 1
- Add 6:40 and 7:00 am trips - 1

**All Routes:**

- More buses at popular times – 1
- Buses should circulate through campus – 10
- More stops on campus where there is shelter from buildings – 1
- **Better connections at Student Services – 1 (Staff will analyze the Cherry, Lilac and Purple drop off times at Student Service and compare them with the five routes that can take riders from this location to North campus to determine whether any improvements can be made)**
- Run all routes until 7:30 pm at a 20 mins. service level – 1
- Run buses on Thanksgiving, Christmas and other holidays – 1
- Switch to School Year Service before school starts – 1
- Add buses in the evening to routes that do not operate - 1

### **New Route Suggestions:**

- New route that combine Purple and Lilac routes - 1
- New route to Applied Sciences - 1
- New route to Vet Med. on weekends - 1
- New route to serve businesses on E. Lincolnway - 1
- New route from Dayton to the Four Seasons Park - 1
- New route from the Research Park to Walmart/Target – 1
- New route operating through the Fraternity area – 1
- New route merging Cherry and Purple and operating on Mortensen - 1

### **Top “Other” Suggestions (Suggestions with More Than 2 Responses)**

- **#25 Gold route - Return to old Gold route – 15** (believe this is multiple responses from same person)
  - **Staff Response:** The “old” Gold route served the fraternity/sorority house area and connected it to campus along Bissell/Pammel Dr. It was less frequent, operated reduced service hours and carried few riders. To reduce costs and still serve the riders, the #6 Brown route was deviate to provide a higher level of service and connect this area with /Bissell Osborn Dr. (typically a more desired area).
- **All routes - Buses should circulate through campus – 10**
  - **Staff Response:** The modification to not have all buses circulate through campus was a conscious decision to reduce congestion on campus. Approximately 1,000 bus trips were operated through Osborn Dr. on a daily basis before CyRide 2.0; this was reduced by 25% with CyRide 2.0, making this area of campus safer. The board has indicated a desire to not return to the higher levels of congestion on Osborn Dr.
- **#1 Red route - Return Route #1A Red – 8**
  - **Staff Response:** Previously, the #1 Red route was overcrowded with as many as 8 buses on a single scheduled trip into campus during peak times. Many riders were frustrated in having to wait while full buses passed them by. Therefore, this route was divided in the new system. It is staff’s belief that these suggestions are related to the lack of midday service on Steinbeck & Dickenson (one of the proposed changes staff has identified).

- **#14 Peach route - More convenient and frequent – 7, Better Vet Med service -3**
  - **Staff Response:** This suggestion was echoed through other feedback CyRide received (emails, phone calls, letters) and is one of the proposed changes staff has identified.
- **#6 Brown route - Evening service – 6**
  - **Staff Response:** Staff received suggestions for evening service on both the Gold and Brown routes, which serves the same area; however the Brown route extends farther north to North Grand Mall. As staff discussed this need for later service in North Ames, it was decided to include a proposal for evening service on the #25 Gold route instead of the #6 Brown route as the Gold route serves significantly more riders and would provide service within walking distance to most customers on the Brown route. If the evening service was placed on Brown route in the evening, Gold route customers would need to cross Stange Rd. in the dark and this was believed to be a higher safety risk with a four-lane roadway.
- **#1 Red & #2 Green routes – Buses need to meet at City Hall - 5**
  - **Staff Response:** This issue is created as a result of the Green route operating every 20 mins. and the Red route every 15 mins. Therefore, the buses can only meet once per hour. To change this, the Green route service level would need to be increased to a 15 min. frequency and would create a significant increase in costs or the Red route reduced. The Red route ridership would not indicate a service reduction could be accomplished without leaving riders at the bus stop.
- **#2 Green route – More frequent during ISU sessions – 3**
  - **Staff Response:** This would increase costs, increase drivers and buses operated. The #2 Green route is a lower ridership route and this suggestion would be difficult to justify the cost in light of the other service requests CyRide has received regarding CyRide 2.0.
- **#23 Orange Route – More frequent service (overcrowding) – 3**
  - **Staff Response:** Operations staff is monitoring the increase ridership on a daily basis and moving “extra” buss around when there is a consistent change in ridership. CyRide is unable to adjust quickly to day to day changes. Also, CyRide is operating more articulated buses on this route this year, which provides more capacity.

**CITY OF AMES, Iowa**

**MEMO TO:** Ames Transit Board of Trustees

**FROM:** Sheri Kyras

**DATE:** January 10, 2019

**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 21<sup>st</sup> of each year.

At the December 12, 2018 transit board meeting, members directed staff to develop a new budget option that, "... included additional expenses for a Chief Safety Officer, labor negotiation proposals, up to \$200,000 in new services and reduced operating expenses, and, at the same time, did not exceed a 5% local funding increase for the 2019-2020 budget." The attached December board report details the information presented to board members at that meeting.

**INFORMATION:** CyRide has developed a new budget option – #2A that represents the board's direction at the December meeting. Specifically, this option includes the following:

- **Baseline increase** (reflecting 2.5% increase in local funding shares)
- **No change in fuel prices:** \$2.75 per gallon for \$410,000 gallons
- **Reduction in Director Wages and Benefits:** -\$25,000; this reflects a wage rate 5% above mid-range)
- **Reduction in Chief Safety Officer Salary/Benefits:** -\$10,000; upon further review, this reflects a wage rate within the City of Ames Compensation Plan that is commensurate with other management level positions within the Operations Division, as opposed to the City's Risk Manager
- **Increase In State Operating Assistance :** +\$20,000; CyRide received a new estimate from the Iowa DOT regarding state funding for next year that reflects a higher amount than was budgeted (This revenue increased from \$780,000 to \$800,000)
- **Service Improvements:** +\$176,672; this expense reflects staff's recommendations for modifications to the #14 Peach, #25 Gold, #11 Cherry and early morning trips

The end result is a 4.8% increase in the local funding partner's shares for the 2019-2020 budget year. See attached, "Budget Analysis – Budget Option #2A Board Directed Modifications" for details.

**ALTERNATIVES:**

1. Approve Budget #1 (baseline) – 2.5% local funding partner increase.
2. Approve Budget #2 (baseline budget #1 plus \$200,000 in service modifications) – 4.95% local funding partner increase.
3. Approve Budget #2A (Board-directed modifications) – 4.8% local funding partner increase.
4. Approve Budget #1, #2 or #2A, plus/minus board selected options.

**RECOMMENDATION:**

The Transit Director recommends approval of Alternative #3, reflecting service and budget modifications that will allow CyRide to address a number of customer concerns shared regarding the new CyRide 2.0 routes and schedules, as well as meet CyRide's federal and union commitments. It provides a balance between CyRide's service needs and financial limitations, allowing CyRide to meet the Ames community's expectations for transit service, as well as allowing the organization to adequately attract quality employees to provide the service.

**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 21<sup>st</sup> 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:

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

**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:**

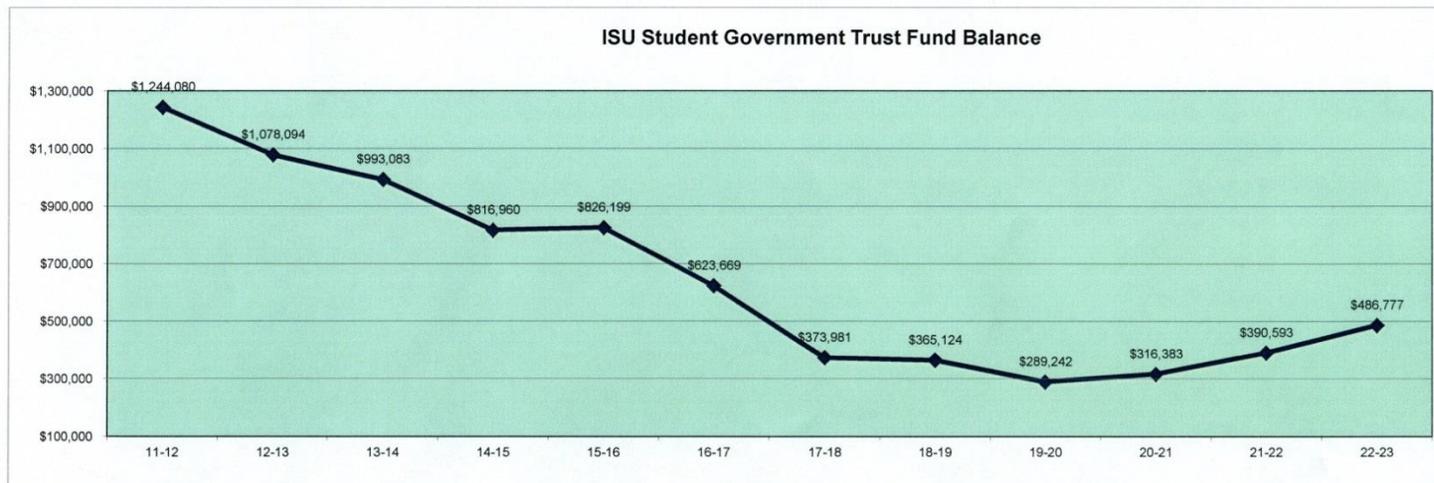
1. Table action at the December meeting and take final action at the January 2019 Transit Board meeting.
2. Approve Budget #1 only (baseline) – 2.5% local funding partner increase.
3. Approve Budget #2 only (\$200,000 in service modifications) – a 4.95% local funding partner increase.
4. Approve Budget #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%
<b>CAPITAL &amp; OPERATIONS</b>	<b>Actual</b>	<b>Projected</b>	<b>Projected</b>	<b>Projected</b>	<b>Projected</b>	<b>Projected</b>						
	<b>11-12</b>	<b>12-13</b>	<b>13-14</b>	<b>14-15</b>	<b>15-16</b>	<b>16-17</b>	<b>17-18</b>	<b>18-19</b>	<b>19-20</b>	<b>20-21</b>	<b>21-22</b>	<b>22-23</b>
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
<b>TRUST FUND</b>												
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.
<b>FIXED ROUTE</b>														
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%
<b>FIXED ROUTE TOTAL</b>		<b>\$6,543,969</b>	<b>\$6,966,725</b>	<b>\$7,454,900</b>	<b>\$7,755,577</b>	<b>\$8,267,596</b>	<b>\$8,690,569</b>	<b>\$9,435,428</b>	<b>\$9,304,391</b>	<b>\$9,583,754</b>	-1.4%	7.1%	1.6%	3.0%
<b>DIAL-A-RIDE</b>														
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				
<b>DIAL-A-RIDE TOTAL</b>		<b>\$143,889</b>	<b>\$175,671</b>	<b>\$192,387</b>	<b>\$200,532</b>	<b>\$163,969</b>	<b>\$179,855</b>	<b>\$185,622</b>	<b>\$185,632</b>	<b>\$182,139</b>	0.0%	3.2%	-1.9%	-1.9%
<b>ADMINISTRATION/SUPPORT</b>														
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								
<b>ADMIN/SUPPORT TOTAL</b>		<b>\$1,535,540</b>	<b>\$1,724,247</b>	<b>\$1,762,138</b>	<b>\$1,835,545</b>	<b>\$2,012,630</b>	<b>\$1,955,990</b>	<b>\$2,127,686</b>	<b>\$2,147,099</b>	<b>\$2,160,098</b>	0.9%	9.8%	1.5%	0.6%
<b>TOTAL OPERATING EXPENSES</b>		<b>\$8,098,292</b>	<b>\$8,876,556</b>	<b>\$9,409,425</b>	<b>\$9,800,528</b>	<b>\$10,444,195</b>	<b>\$10,826,415</b>	<b>\$11,748,736</b>	<b>\$11,637,122</b>	<b>\$11,925,990</b>	-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%			
<b>TOTAL USED</b>		<b>\$8,617,893</b>	<b>\$9,842,958</b>	<b>\$10,209,425</b>	<b>\$10,601,634</b>	<b>\$11,842,940</b>	<b>\$11,361,170</b>	<b>\$12,548,736</b>	<b>\$12,437,122</b>	<b>\$12,725,990</b>	-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%
<b>TOTAL AVAILABLE</b>		<b>\$9,766,900</b>	<b>\$10,999,946</b>	<b>\$11,442,176</b>	<b>\$12,178,754</b>	<b>\$15,438,806</b>	<b>\$15,677,892</b>	<b>\$13,327,185</b>	<b>\$13,583,088</b>	<b>\$13,813,258</b>	1.9%	-13.4%	3.6%	1.7%
Committed Funds							\$2,586,474							
Closing Balance Excess of 10%							\$647,880							
<b>CLOSING BALANCE</b>		<b>\$1,149,007</b>	<b>\$1,156,988</b>	<b>\$1,232,751</b>	<b>\$1,577,120</b>	<b>\$3,569,931</b>	<b>\$1,082,368</b>	<b>\$778,449</b>	<b>\$1,145,966</b>	<b>\$1,087,268</b>	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	\$623,689	\$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.
<b>FIXED ROUTE</b>														
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%
<b>FIXED ROUTE TOTAL</b>		<b>\$6,543,969</b>	<b>\$6,966,725</b>	<b>\$7,454,900</b>	<b>\$7,755,577</b>	<b>\$8,267,596</b>	<b>\$8,690,569</b>	<b>\$9,435,428</b>	<b>\$9,304,391</b>	<b>\$9,783,754</b>	<b>-1.4%</b>	<b>7.1%</b>	<b>3.7%</b>	<b>5.2%</b>
<b>DIAL-A-RIDE</b>														
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				
<b>DIAL-A-RIDE TOTAL</b>		<b>\$143,889</b>	<b>\$175,671</b>	<b>\$192,387</b>	<b>\$200,532</b>	<b>\$163,969</b>	<b>\$179,855</b>	<b>\$185,622</b>	<b>\$185,632</b>	<b>\$182,139</b>	<b>0.0%</b>	<b>3.2%</b>	<b>-1.9%</b>	<b>-1.9%</b>
<b>ADMINISTRATION/SUPPORT</b>														
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									
<b>ADMIN/SUPPORT TOTAL</b>		<b>\$1,535,540</b>	<b>\$1,724,247</b>	<b>\$1,762,138</b>	<b>\$1,835,545</b>	<b>\$2,012,630</b>	<b>\$1,955,990</b>	<b>\$2,127,686</b>	<b>\$2,147,054</b>	<b>\$2,160,098</b>	<b>0.9%</b>	<b>9.8%</b>	<b>1.5%</b>	<b>0.6%</b>
<b>TOTAL OPERATING EXPENSES</b>		<b>\$8,098,292</b>	<b>\$8,876,556</b>	<b>\$9,409,425</b>	<b>\$9,800,528</b>	<b>\$10,444,195</b>	<b>\$10,826,415</b>	<b>\$11,748,736</b>	<b>\$11,637,077</b>	<b>\$12,125,991</b>	<b>-1.0%</b>	<b>7.5%</b>	<b>3.2%</b>	<b>4.2%</b>
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%			
<b>TOTAL USED</b>		<b>\$8,617,893</b>	<b>\$9,842,958</b>	<b>\$10,209,425</b>	<b>\$10,601,634</b>	<b>\$11,842,940</b>	<b>\$11,361,170</b>	<b>\$12,548,736</b>	<b>\$12,437,077</b>	<b>\$12,925,991</b>	<b>-0.9%</b>	<b>9.5%</b>	<b>3.0%</b>	<b>3.9%</b>
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%
<b>TOTAL AVAILABLE</b>		<b>\$9,766,900</b>	<b>\$10,999,946</b>	<b>\$11,442,176</b>	<b>\$12,178,754</b>	<b>\$15,438,806</b>	<b>\$15,677,892</b>	<b>\$13,327,185</b>	<b>\$13,583,088</b>	<b>\$14,019,113</b>	<b>1.9%</b>	<b>-13.4%</b>	<b>5.2%</b>	<b>3.2%</b>
Committed Funds							\$2,586,474							
Closing Balance Excess of 10%							\$647,880							
<b>CLOSING BALANCE</b>		<b>\$1,149,007</b>	<b>\$1,156,988</b>	<b>\$1,232,751</b>	<b>\$1,577,120</b>	<b>\$3,569,931</b>	<b>\$1,082,368</b>	<b>\$778,449</b>	<b>\$1,146,011</b>	<b>\$1,093,122</b>	<b>47.2%</b>	<b>5.9%</b>	<b>40.4%</b>	<b>-4.6%</b>
Closing/Operating Total		14.2%	13.0%	13.2%	16.1%	34.2%	39.9%	6.6%	9.8%	9.0%				
<b>REVENUE/EXPENSE RATIO</b>		<b>110.9%</b>	<b>111.0%</b>	<b>109.3%</b>	<b>111.6%</b>	<b>132.8%</b>	<b>111.8%</b>	<b>104.2%</b>	<b>107.4%</b>	<b>106.2%</b>				

											FY2018	FY2019	FY2020	Increase	
<b>OPERATING FUND BALANCE</b>	\$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%
<b>CAPITAL FUND BALANCE</b>	\$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%
<b>TRUST FUND BALANCE</b>	\$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***

# BUDGET ANALYSIS - 2018 Actual, 2019 Amended, 2020 Requested

Budget Option #2A Board Directed Modifications

1/3/2019

As of 10/23

01/03/19	9:39 AM	12-13 Actual	13-14 Actual	14-15 Actual	15-16 Actual	16-17 Actual	17-18 Actual	18-19 Adopted	18-19 Amended	19-20 Requested	% Chg. Am/Ad	% Chg. Am/Act	% Chg. Req./Ad.	% Chg. Req./Am.
<b>FIXED ROUTE</b>														
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	\$7,037,308	-2.2%	2.7%	3.9%	6.2%
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	\$2,684,726	0.6%	19.8%	0.9%	0.3%
<b>FIXED ROUTE TOTAL</b>		<b>\$6,543,969</b>	<b>\$6,966,725</b>	<b>\$7,454,900</b>	<b>\$7,755,577</b>	<b>\$8,267,596</b>	<b>\$8,690,569</b>	<b>\$9,435,428</b>	<b>\$9,304,391</b>	<b>\$9,722,034</b>	-1.4%	7.1%	3.0%	4.5%
<b>DIAL-A-RIDE</b>														
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				
<b>DIAL-A-RIDE TOTAL</b>		<b>\$143,889</b>	<b>\$175,671</b>	<b>\$192,387</b>	<b>\$200,532</b>	<b>\$163,969</b>	<b>\$179,855</b>	<b>\$185,622</b>	<b>\$185,632</b>	<b>\$182,139</b>	0.0%	3.2%	-1.9%	-1.9%
<b>ADMINISTRATION/SUPPORT</b>														
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	\$1,369,642	1.1%	22.6%	-1.5%	-2.7%
550-1102	Safety/Training	\$216,990	\$231,879	\$251,212	\$287,322	\$342,835	\$363,673	\$356,352	\$356,626	\$447,863	0.1%	-1.9%	25.7%	25.6%
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	\$372,129	\$386,064	0.5%	-14.8%	4.3%	3.7%
550-1106	System Redesign					\$125,000								
<b>ADMIN/SUPPORT TOTAL</b>		<b>\$1,535,540</b>	<b>\$1,724,247</b>	<b>\$1,762,138</b>	<b>\$1,835,545</b>	<b>\$2,012,630</b>	<b>\$1,955,990</b>	<b>\$2,127,686</b>	<b>\$2,145,899</b>	<b>\$2,213,719</b>	0.9%	9.7%	4.0%	3.2%
<b>TOTAL OPERATING EXPENSES</b>		<b>\$8,098,292</b>	<b>\$8,876,556</b>	<b>\$9,409,425</b>	<b>\$9,800,528</b>	<b>\$10,444,195</b>	<b>\$10,826,415</b>	<b>\$11,748,736</b>	<b>\$11,635,922</b>	<b>\$12,117,892</b>	-1.0%	7.5%	3.1%	4.1%
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%			
<b>TOTAL USED</b>		<b>\$8,617,893</b>	<b>\$9,842,958</b>	<b>\$10,209,425</b>	<b>\$10,601,634</b>	<b>\$11,842,940</b>	<b>\$11,361,170</b>	<b>\$12,548,736</b>	<b>\$12,435,922</b>	<b>\$12,917,892</b>	-0.9%	9.5%	2.9%	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	\$1,147,166	0.0%	-69.7%	6.0%	6.0%
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	\$12,876,638	2.1%	3.2%	5.2%	3.0%
<b>TOTAL AVAILABLE</b>		<b>\$9,766,900</b>	<b>\$10,999,946</b>	<b>\$11,442,176</b>	<b>\$12,178,754</b>	<b>\$15,438,806</b>	<b>\$15,677,892</b>	<b>\$13,327,185</b>	<b>\$13,583,088</b>	<b>\$14,023,804</b>	1.9%	-13.4%	5.2%	3.2%
Committed Funds							\$2,586,474							
Closing Balance Excess of 10%							\$647,880							
<b>CLOSING BALANCE</b>		<b>\$1,149,007</b>	<b>\$1,156,988</b>	<b>\$1,232,751</b>	<b>\$1,577,120</b>	<b>\$3,569,931</b>	<b>\$1,082,368</b>	<b>\$778,449</b>	<b>\$1,147,166</b>	<b>\$1,105,912</b>	47.4%	6.0%	42.1%	-3.6%
Closing/Operating Total		14.2%	13.0%	13.2%	16.1%	34.2%	39.9%	6.6%	9.9%	9.1%				
<b>REVENUE/EXPENSE RATIO</b>		<b>110.9%</b>	<b>111.0%</b>	<b>109.3%</b>	<b>111.6%</b>	<b>132.8%</b>	<b>111.8%</b>	<b>104.2%</b>	<b>107.4%</b>	<b>106.3%</b>				

										FY2018	FY2019	FY2020	Increase	
<b>OPERATING FUND BALANCE</b>	\$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	\$ 1,998,626	4.8%
<b>CAPITAL FUND BALANCE</b>	\$1,124,525	\$659,497	\$1,007,482	\$1,509,185	\$1,051,251	\$572,691				ISU	\$ 798,789	\$ 836,332	\$ 876,476	4.8%
<b>TRUST FUND BALANCE</b>	\$1,078,094	\$993,083	\$804,635	\$540,106	\$623,669	\$472,503				SG	\$ 5,242,591	\$ 5,488,993	\$ 5,752,566	4.8%

**CITY OF AMES, Iowa**

**MEMO TO:** Ames Transit Board of Trustees

**FROM:** Sheri Kyras

**DATE:** January 10, 2019

**SUBJECT:** **CyRide Drug & Alcohol Policy**

**BACKGROUND:** CyRide’s Transit Board of Trustees last approved revisions to its Federal Transit Administration (FTA)-required Drug and Alcohol Policy on January 16, 2018, modifying the policy to reflect the FTA’s addition of four synthetic drugs to the list of substances for which CyRide must test its safety-sensitive employees. Since that time, the FTA has increased the minimum rate of random drug testing from 25 percent to 50 percent for covered employees. This change went into effect January 1, 2019. Additionally, the FTA has issued guidance to federal funding recipients to utilize a FTA-approved Drug and Alcohol policy builder to ensure compliance with FTA regulations. CyRide has included the new testing minimums as of January 1, 2019, but also must modify its policy to mirror the guidance issued by the FTA.

**INFORMATION:** CyRide’s drug and alcohol policy has been modified to comply with FTA regulations. The new policy reflects compliance with FTA’s regulations - 49 CFR Part 655, as amended and 49 CFR Part 40, as amended, as well as additional requirements not mandated by FTA. These additional policies are identified in **bold text** and were created under CyRide’s own authority, representing CyRide’s zero tolerance policy for drugs and alcohol and enhancing its safety culture. The sections of the FTA policy that also include CyRide policies, are summarized below:

- Page 3 – The Drug-Free Workplace Act of 1988 (41 U.S.C. 81) is an act of the United States which requires some Federal contractors and all Federal grantees to agree that they will provide drug-free workplaces as a precondition of receiving a contract or grant from a Federal agency. This provision applies to all employees at CyRide including non-safety sensitive employees. Our policy states, **“All City of Ames, D/B/A, Ames Transit Agency (CyRide) employees are subject to the provisions of the Drug-Free Workplace Act of 1988.”** (FTA only requires safety-sensitive employees to comply (drivers, mechanics, Dispatchers and supervisory personnel directly responsible for these functions).

- Page 4 – Clearly spells out the consequences for a covered employee who tests positive or refuses a test. The drug and alcohol testing regulations (49 CFR Parts 40 and 655) allow each transit system to decide whether a zero-tolerance or second-chance policy is adopted. CyRide’s zero tolerance policy is stated. “... Per City of Ames, D/B/A, Ames Transit Agency (CyRide) policy, any employee who tests positive for drugs or alcohol (BAC above 0.00) or refuses to test will be referred to a Substance Abuse Professional (SAP) **and terminated from employment.**” (FTA allows employees to return after evaluation and/or treatment for the substance; CyRide does not.)
- Page 7 – Section 40.197(b) states that as an employer, if the MRO informs you that a negative test was dilute, you must take the following action:
  1. If the MRO directs you to conduct a recollection under direct observation (i.e., because the creatinine concentration of the specimen was equal to or greater than 2mg/dL, but less than or equal to 5 mg/dL (see §40.155(c)), you must do so immediately.
  2. Otherwise (i.e., if the creatinine concentration of the dilute specimen is greater than 5 mg/dL), you may, but are not required to, direct the employee to take another test immediately.

In cases where the MRO does not explicitly direct a recollection under direct observation, a negative-dilute is considered a negative result for DOT purposes. However, section 40.197(b) authorizes the employer to obtain one additional test following a negative-dilute result if they chose to. CyRide chooses not to retest so this, decision must be included in our policy. CyRide’s policy states “...**If there is a negative dilute test result, City of Ames, D/B/A, Ames Transit Agency (CyRide) will accept the test result and there will be no retest,...**”

- Page 9 – Attachment A. Section 655.4 defines covered employees subject to FTA testing. Based on the definitions outlined by FTA CyRide has reviewed and removed three positions from the list: Transit Director, Transit Planner, and Transit Scheduler/Administrative Analyst as of result of these positions not meeting the definition of employees who must be tested.

**ALTERNATIVES:**

1. Approve the revisions to CyRide's Drug and Alcohol Testing Policy.
2. Do not approve the revisions to CyRide's Drug and Alcohol Testing Policy.

**RECOMMENDATION:**

The Transit Director recommends approval of Alternative #1 to adopt the Drug and Alcohol Testing Policy changes allowing CyRide to be in compliance with federal regulations and to be eligible to continue receiving federal funding.

# Ames Transit Agency (CyRide)

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# Drug and Alcohol Policy

Effective as of 1/1/2019

Adopted by: Ames Transit Agency (CyRide) Board of Trustees

Date Adopted: 1/10/2019

Last Revised: 1/1/2019

# Table of Contents

Purpose of Policy .....	57
Covered Employees .....	57
Prohibited Behavior .....	58
Consequences for Violations .....	58
Circumstances for Testing .....	59
Testing Procedures .....	61
Test Refusals .....	61
Contact Person .....	62
Attachment A: Covered Positions .....	63
Definitions: .....	64

## Purpose of Policy

This policy complies with 49 CFR Part 655, as amended and 49 CFR Part 40, as amended. Copies of Parts 655 and 40 are available in the drug and alcohol program manager’s office and can be found on the internet at the Federal Transit Administration (FTA) Drug and Alcohol Program website <http://transit-safety.fta.dot.gov/DrugAndAlcohol/>.

All covered employees are required to submit to drug and alcohol tests as a condition of employment in accordance with 49 CFR Part 655.

Portions of this policy are not FTA-mandated, but reflect City of Ames, D/B/A, Ames Transit Agency (CyRide)’s policy. These additional provisions are identified by **bold text**.

In addition, DOT has published 49 CFR Part 32, implementing the Drug-Free Workplace Act of 1988, which requires the establishment of drug-free workplace policies and the reporting of certain drug-related offenses to the FTA.

**All City of Ames, D/B/A, Ames Transit Agency (CyRide) employees are subject to the provisions of the Drug-Free Workplace Act of 1988.**

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the covered workplace. An employee who is convicted of any criminal drug statute for a violation occurring in the workplace shall notify the City of Ames, D/B/A, Ames Transit Agency’s (CyRide) Designated Employee Representative, no later than five days after such conviction.

## Covered Employees

This policy applies to every person, including an applicant or transferee, who performs or will perform a “safety-sensitive function” as defined in Part 655, section 655.4.

You are a covered employee if you perform any of the following:

- Operating a revenue service vehicle, in or out of revenue service
- Operating a non-revenue vehicle requiring a commercial driver’s license
- Controlling movement or dispatch of a revenue service vehicle
- Maintaining (including repairs, overhaul and rebuilding) of a revenue service vehicle or equipment used in revenue service
- Carrying a firearm for security purposes

See Attachment A for a list of covered positions by job title.

## Prohibited Behavior

Use of illegal drugs is prohibited at all times. All covered employees are prohibited from reporting for duty or remaining on duty any time there is a quantifiable presence of a prohibited drug in the body at or above the minimum thresholds defined in Part 40. Prohibited drugs include:

- marijuana
- cocaine
- phencyclidine (PCP)
- opioids
- amphetamines

All covered employees are prohibited from performing or continuing to perform safety-sensitive functions while having an alcohol concentration of 0.04 or greater.

All covered employees are prohibited from consuming alcohol while performing safety-sensitive job functions or while on-call to perform safety-sensitive job functions. If an on-call employee has consumed alcohol, they must acknowledge the use of alcohol at the time that they are called to report for duty. If the on-call employee claims the ability to perform his or her safety-sensitive function, he or she must take an alcohol test with a result of less than 0.02 prior to performance.

All covered employees are prohibited from consuming alcohol within four (4) hours prior to the performance of safety-sensitive job functions.

All covered employees are prohibited from consuming alcohol for eight (8) hours following involvement in an accident or until he or she submits to the post-accident drug and alcohol test, whichever occurs first.

## Consequences for Violations

Following a positive drug or alcohol (BAC at or above 0.04) test result or test refusal, the employee will be immediately removed from safety-sensitive duty and referred to a Substance Abuse Professional.

Following a BAC of 0.02 or greater, but less than 0.04, the employee will be immediately removed from safety-sensitive duties for at least eight hours unless a retest results in the employee's alcohol concentration being less than 0.02.

## Zero Tolerance

Per City of Ames, D/B/A, Ames Transit Agency (CyRide) policy, any employee who tests positive for drugs or alcohol (BAC above 0.00) or refuses to test will be referred to a Substance Abuse Professional (SAP) **and terminated from employment.**

## Circumstances for Testing

### Pre-Employment Testing

A negative pre-employment drug test result is required before an employee can first perform safety-sensitive functions. If a pre-employment test is cancelled, the individual will be required to undergo another test and successfully pass with a verified negative result before performing safety-sensitive functions.

If a covered employee has not performed a safety-sensitive function for 90 or more consecutive calendar days, and has not been in the random testing pool during that time, the employee must take and pass a pre-employment test before he or she can return to a safety-sensitive function.

A covered employee or applicant who has previously failed or refused a DOT pre-employment drug and/or alcohol test must provide proof of having successfully completed a referral, evaluation, and treatment plan meeting DOT requirements.

### Reasonable Suspicion Testing

All covered employees shall be subject to a drug and/or alcohol test when City of Ames, D/B/A, Ames Transit Agency (CyRide) has reasonable suspicion to believe that the covered employee has used a prohibited drug and/or engaged in alcohol misuse. A reasonable suspicion referral for testing will be made by a trained supervisor or other trained company official on the basis of specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the covered employee.

Covered employees may be subject to reasonable suspicion drug testing any time while on duty. Covered employees may be subject to reasonable suspicion alcohol testing while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions.

### Post-Accident Testing

Covered employees shall be subject to post-accident drug and alcohol testing under the following circumstances:

#### Fatal Accidents

As soon as practicable following an accident involving the loss of a human life, drug and alcohol tests will be conducted on each surviving covered employee operating the public transportation vehicle at the time of the accident. In addition, any other covered employee whose performance could have contributed to the accident, as determined by City of Ames, D/B/A, Ames Transit Agency (CyRide) using the best information available at the time of the decision, will be tested.

### Non-fatal Accidents

As soon as practicable following an accident not involving the loss of a human life, drug and alcohol tests will be conducted on each covered employee operating the public transportation vehicle at the time of the accident if at least one of the following conditions is met:

- (1) The accident results in injuries requiring immediate medical treatment away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident
- (2) One or more vehicles incurs disabling damage and must be towed away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident

In addition, any other covered employee whose performance could have contributed to the accident, as determined by City of Ames, D/B/A, Ames Transit Agency (CyRide) using the best information available at the time of the decision, will be tested.

A covered employee subject to post-accident testing must remain readily available, or it is considered a refusal to test. Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident or to prohibit a covered employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care.

## Random Testing

Random drug and alcohol tests are unannounced and unpredictable, and the dates for administering random tests are spread reasonably throughout the calendar year. Random testing will be conducted at all times of the day when safety-sensitive functions are performed.

Testing rates will meet or exceed the minimum annual percentage rate set each year by the FTA administrator. The current year testing rates can be viewed online at [www.transportation.gov/odapc/random-testing-rates](http://www.transportation.gov/odapc/random-testing-rates).

The selection of employees for random drug and alcohol testing will be made by a scientifically valid method, such as a random number table or a computer-based random number generator. Under the selection process used, each covered employee will have an equal chance of being tested each time selections are made.

A covered employee may only be randomly tested for alcohol misuse while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions. A covered employee may be randomly tested for prohibited drug use anytime while on duty. Each covered employee who is notified of selection for random drug or random alcohol testing must immediately proceed to the designated testing site.

## Random Testing – End of Shift

Random testing may occur anytime an employee is on duty so long as the employee is notified prior to the end of the shift. Employees who provide advance, verifiable notice of scheduled medical or child care commitments will be random drug tested no later than three hours before the end of their shift and random alcohol tested no later than 30 minutes before the end of their shift. Verifiable documentation of a previously scheduled medical or child care commitment, for the period immediately following an employee's shift, must be provided before the shift begins.

## Testing Procedures

All FTA drug and alcohol testing will be conducted in accordance with 49 CFR Part 40, as amended.

### Dilute Urine Specimen

**If there is a negative dilute test result, City of Ames, D/B/A, Ames Transit Agency (CyRide) will accept the test result and there will be no retest**, unless the creatinine concentration of a negative dilute specimen was greater than or equal to 2 mg/dL, but less than or equal to 5 mg/dL.

Dilute negative results with a creatinine level greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL require an immediate recollection under direct observation (see 49 CFR Part 40, section 40.67).

### Split Specimen Test

In the event of a verified positive test result, or a verified adulterated or substituted result, the employee can request that the split specimen be tested at a second laboratory. City of Ames, D/B/A, Ames Transit Agency (CyRide) guarantees that the split specimen test will be conducted in a timely fashion. The employee will be required to pay for the test. City of Ames, D/B/A, Ames Transit Agency (CyRide) will ensure the cost for the split specimen is covered in order for a timely analysis of the sample; however, the cost of any split sample test that reconfirms the original test, will be reimbursed by the employee.

## Test Refusals

As a covered employee, you have refused to test if you:

- (1) Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by City of Ames, D/B/A, Ames Transit Agency (CyRide).

- (2) Fail to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.
- (3) Fail to attempt to provide a breath or urine specimen. An employee who does not provide a urine or breath specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test.
- (4) In the case of a directly-observed or monitored urine drug collection, fail to permit monitoring or observation of your provision of a specimen.
- (5) Fail to provide a sufficient quantity of urine or breath without a valid medical explanation.
- (6) Fail or decline to take a second test as directed by the collector or City of Ames, D/B/A, Ames Transit Agency (CyRide) for drug testing.
- (7) Fail to undergo a medical evaluation as required by the MRO or City of Ames, D/B/A, Ames Transit Agency (CyRide)'s Designated Employer Representative (DER).
- (8) Fail to cooperate with any part of the testing process.
- (9) Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly-observed test.
- (10) Possess or wear a prosthetic or other device used to tamper with the collection process.
- (11) Admit to the adulteration or substitution of a specimen to the collector or MRO.
- (12) Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF).
- (13) Fail to remain readily available following an accident.

As a covered employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.

As a covered employee, if you refuse to take a drug and/or alcohol test, you incur the same consequences as testing positive and will be immediately removed from performing safety-sensitive functions, and referred to a SAP.

## Contact Person

For questions about City of Ames, D/B/A, Ames Transit Agency (CyRide)'s anti-drug and alcohol misuse program, contact Barbara Neal, Assistant Transit Director of Operations, 601 N. University Blvd., Ames, IA 50010.

## Attachment A: Covered Positions

City of Ames, D/B/A, Ames Transit Agency (CyRide) positions covered by the above include: Transit Driver, Assistant Director/Fleet & Facilities, Assistant Director/Operations, Maintenance Coordinator, Operations Manager, Transit Trainer, Transit Dispatcher, Lead Mechanic, Mechanic, Mechanic Assistant, Lead Lane worker, Lane worker.

## Definitions:

**Alcohol** - the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols, including methyl or isopropyl alcohol, contained in any beverage, liquid mixture or preparation, mouthwash, candy, food, or medication.

**Breath Alcohol Technician (BAT)** – a person who instructs and assists employees in the alcohol testing process and operates an evidential breath-testing (EBT) device.

**Canceled Test** - a drug or alcohol test that has a problem identified that cannot be or has not been corrected or been declared invalid by a Medical Review Officer. A canceled test is neither a positive nor a negative test.

**Covered Employee** - an employee who performs a safety-sensitive function (see definition under Safety Sensitive Function) including an applicant or transferee whom will be hired to perform a safety-sensitive function (See Attachment A for a list of covered employees).

**Designated Employer Representative (DER)** - an employee authorized by the employer to receive information about certain kinds and tests results and take required actions, such as causing an employee to be removed from the performance of safety- sensitive functions.

**Evidential Breath Testing Device (EBT)** - a device approved by the National Highway Traffic Safety Administration (NHTSA) for the evidential testing of breath. Approved devices are listed on the ODAPC website. Conforming products list (CPL) for “Evidential Breath Measurement Devices”.

**Medical Review Officer (MRO)** - a licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by the drug testing program who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result, together with his/her medical history, and any other relevant bio-medical information.

**Revenue Service Vehicles** - includes all transit vehicles that are used for passenger transportation service.

**Substance Abuse Professional (SAP)** - a licensed physician (medical doctor or doctor of osteopathy) or licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission or by the International Certification Reciprocity Consortium/Alcohol and other Drug Abuse) with knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol related disorders. A SAP evaluates employees who have violated a DOT drug and/or alcohol regulation and makes recommendations concerning education, treatment, follow-up testing, and aftercare. A list of qualified agencies for drug and alcohol abuse counselor’s certifications/licenses, are listed on the ODAPC website.

# Transit Director's Report

January 2019

## 1. Facility Study Update

CyRide staff was able to narrow the potential second facility sites to ten over the course of the last month with the elimination of six sites after staff's field review. The eliminated sites were as a result of either not being on a paved roadway, lack of response from the owner or a partnership site that staff was unable to determine how to utilize both sites for the building.

The remaining ten sites were then ranked based on the following criteria:

- **Terrain, Size and Shape of the Site** – Flat or hilly, and whether the shape/size allowed for good utilization of the site
- **Paved roads** – Yes or no. If “no,” whether a small portion of pavement could be constructed to allow the site to still be considered
- **Property Access** –At least one access on a paved road
- **Proximity to Thoroughfare** – Direct access to a major roadway, as opposed to a secondary road leading to the major roadway
- **Proximity to CyRide** - Good roads/direct access between current facility and second site
- **Wetlands/Neighbors/Other** – If there was a creek/pond running through the property or neighbors adjacent to or near the site, as well as other characteristics that would create concerns
- **Native Trees** – If there were trees on the property that might create an environmental finding by FTA
- **Additional Costs to Split the Site** - If the site was too large for CyRide and would require dividing the property, and also whether it could accommodate the training course and possibly HIRTA
- **Safety/Security** – Any aspects for the site that would create a safety or security risk to CyRide's operations or environmental concerns.

From this evaluation the potential sites were ranked as follows on the next page (see attached map for location of sites):

Site	Rating/Rank*
#13	41/1
#8	41/1
#5	40/3
#7	39/4
#15	39/4
#14	39/5
#17	38/7
#11	37/8
#16	32/9
#3	31/10

\* Rating points possible = 45

The sites highlighted in tan are the top five sites staff believes would provide the greatest benefit for CyRide. Site #7 and #14 were not chosen at this time as site #7 is the adjacent to site #8 and staff believes that site #8 is the better location for CyRide and site #14 is the smallest parcel and would not accommodate the training course and possibly HIRTA needs.

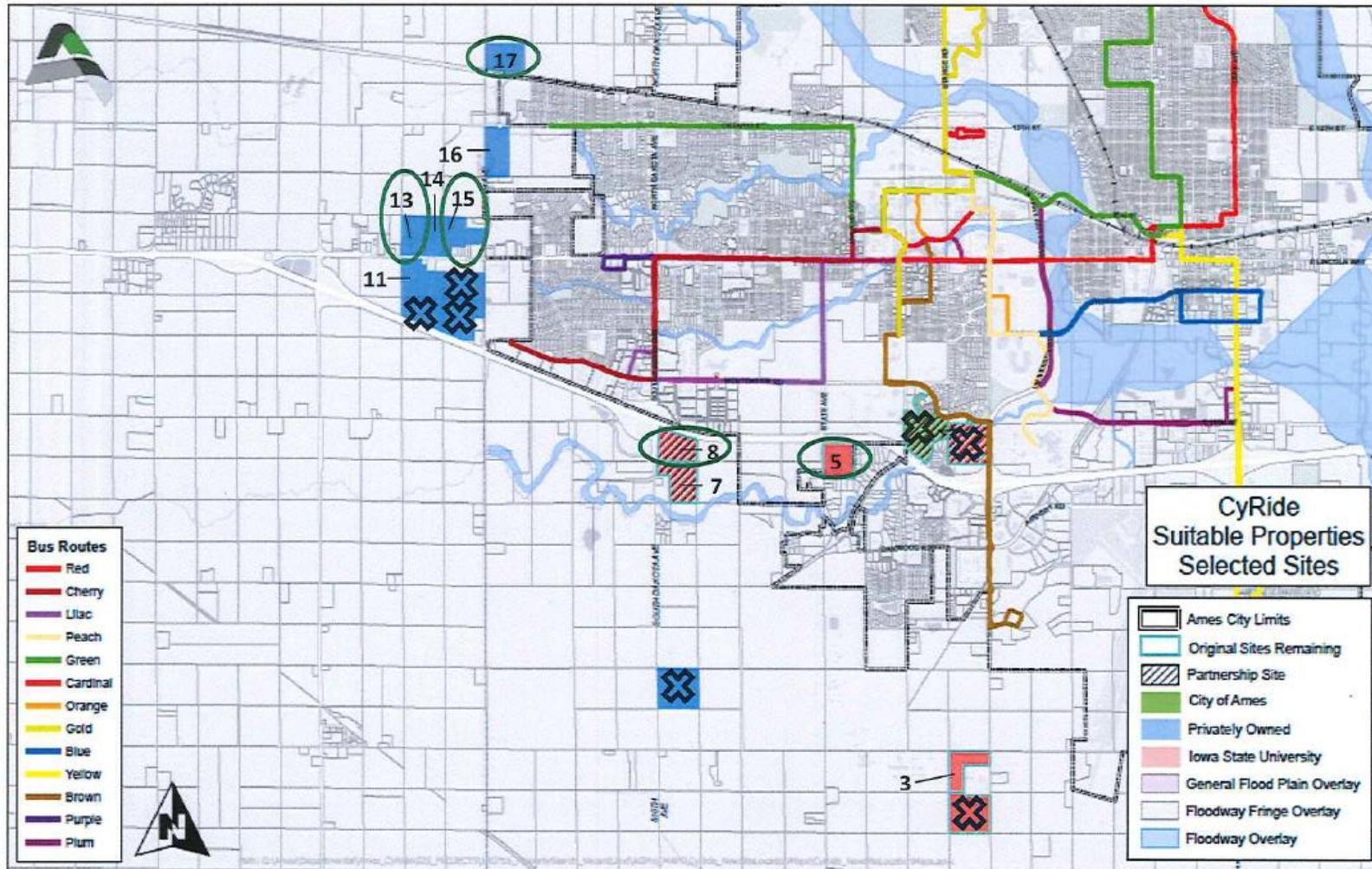
Staff has provided Ask Studio with the top five sites and will provide additional analysis of these sites for further consideration. This analysis will be completed and presented at the February board meeting.

## 2. 2018 ICAAP Grant Submission

Upon board approval, CyRide submitted two Iowa Clean Air Attainment Program (ICAAP) grant applications - one for the Plum Route (\$44,349 in operating assistance) and one for the West Ames service changes (\$209,548 in operating support and \$493,300 in capital assistance). The Iowa DOT staff has reviewed all applications received statewide and recommended CyRide's West Ames application for approval by the Iowa DOT Commission on January 8, 2019.

Staff will update the board on the final decision regarding this grant at the meeting. If approved by the Commission, this grant would fund 80% of a new bus (in the Capital Plan for 2019-2020) and provide an estimated \$209,000 in operating savings for the federal fiscal year. As all three funding partners shared in the initial cost of these services, the savings created by the grant would increase the closing balance and the board could decide to commit these savings to another CyRide priority. Additionally, CyRide would be able to apply for this same operating funding over the next two years.

## CyRide Results of Field Evaluation



  Top 5 Sites

X Eliminated Sites