

AMES TRANSIT AGENCY BOARD OF TRUSTEES
CYRIDE CONFERENCE ROOM

March 12, 2019

1. CALL TO ORDER: 4:15 P.M.
2. Approval of February 14, 2019 Minutes
3. Public Comments
4. Facility Site Study
5. Operational Contract with CIT Signature Transportation
6. Intermodal Facility Tenant Lease - Jefferson Lines
7. Surface Transportation Block Grant (STBG) Program Funding 2022-2023
8. Transit Director's Report
9. Trustee Items:
 - Interim Director Selection
 - Director Recruitment Update
10. Set Spring/Summer Meeting Dates/Times:
 - March 15, 2019, Noon – Conference Call Meeting
 - April 11, 2019, 4:15 PM
 - May 9, 2019, 4:15 PM
 - June 13, 2019, 4:15 PM
 - July 11, 2019, 4:15 PM
11. Adjourn

AMES TRANSIT AGENCY BOARD OF TRUSTEES

AMES, IOWA

February 14, 2019

The Ames Transit Agency Board of Trustees met on February 14, 2019 at 4:15 p.m. in CyRide's Conference room. President Bibiloni called the meeting to order at 4:16 p.m. with Trustees Cain, Schrader, Jeffrey, Schainker, and Bibiloni present with Trustee Nelson joining via conference call.

Public in Attendance: Sarah Lawrence, ISU Facilities Planning & Management, Trent Taglauer, ISU student, and Peter Hallock and Mark Steffen, Ames residents.

Approval of January 10 and January 22, 201 Minutes: Trustee Jeffrey made a motion to adopt the January 10 and January 22, 2019 transit board minutes as presented. Trustee Schainker seconded the motion. (Ayes: Six. Nays: None.) Motion carried.

Public Comments: No public comments.

Electric Bus Presentation: Director Kyras introduced consultant's from the Center for Transportation and the Environment (CTE) to present the results of their four-month study on a Zero Emission Roadmap for CyRide – Joel Donham, Steve Clermont and Kylie McCord. She indicated that this firm had been selected to determine the feasibility of operating electric buses within the Ames community and if feasible, how to deploy these buses.

Mr. Clermont provided board members with background information regard the CTE firms and their work, as well as which transit systems nationwide had deployed electric buses and which systems were currently studying how to deploy these vehicles in service. Further, he identified ten systems of similar size and service delivery to CyRide that were operating or studying how to incorporate electric vehicles into their fleets. He indicated that the number of grant awards had increase exponentially over the past several years and that the typical award was for five or fewer vehicles. Mr. Donham then began by stating that CTE's role was to provide unbiased information regarding the impacts of zero emission buses, so that transit system policy-makers could make an informed decision. He shared some of the challenges with the current electric bus technology: state of charging stations, higher electric costs in some areas of the county and the impact of battery degradation on the range of vehicles. He also indicated that "preconditioning" the buses, prior to their operation in service, could help extend this range. He also stated that the bus batteries would need to be replaced at a bus' mid-life at current costs of \$200,000.

Trustee Cain asked if the consultants had factored in winter temperatures when gathering their data and Mr. Donham responded that their analysis was based on a difficult winter day when temperatures were below zero.

Mr. Donham then shared the benefits of the electric bus technology: Zero emission - less greenhouse gases, lower fuel costs to operate service and lower maintenance costs as there are fewer moving parts (2,000 versus 7,000 with a diesel bus).

Mr. Donham then briefed those present on the roadmap for CyRide to deploy electric bus technology in Ames, addressing operations, facility/equipment, maintenance and financial/economic information. He indicated that they would also address best practices within the industry and funding opportunities.

Trustee Schainker asked about whether, in the long term, it would be better to be focusing on fuel-cell bus technology, as opposed to electric bus technology due to the limitations previously presented. Mr. Donham said that there were pro's and con's to both technologies and that there was a place in transit fleets for both types of buses to provide the greatest benefit.

Mr. Donham then provided detailed information regarding the methodology used to determine which routes could support electric bus technology and the results of this analysis. In summary, he indicated that at least 17 scheduled buses could be operated with electric power on CyRide routes on the coldest or hottest days of the year during the school year, and 7 buses during the summer using current electric bus technology. Additionally, he indicated that there was a possibility of 16 additional buses on more favorable weather days, with 7 CyRide buses that could not be electric buses. He also indicated that some of CyRide's "extra" buses could also be operated with electric buses. He indicated that 37,000 miles per year per bus could be operated with electric buses, which exceeds current per bus mileage per year.

Mr. McCord then provided information regarding the costs and savings that could be achieved by CyRide. First, he provided a comparison of the per bus cost to purchase an electric versus diesel bus (\$750,000 versus \$450,000). He then explained the modifications and locations of changes that would be needed to the facility to accommodate electric buses – new transformer, electric switchgear, chargers, dispenser, etc. He estimated the local cost (20%) to modify the building for a two bus pilot program to be \$38,300.

Mr. McCord then provided information on the diesel versus electric costs, indicating diesel costs averaged \$.52 per mile compared to \$.16 per mile for electricity from Ames Municipal Electric, based on conversations with city staff. The average cost per bus per year for diesel range from \$7,518- \$25,061 versus a consistent cost of approximately \$9,500 per bus per year for an electric bus.

Mr. McCord then provided information on maintenance costs of diesel versus electric buses – indicating that electric buses cost, on average, 37% less due to the smaller number of parts.

Trustee Cain asked whether the methodology of maintenance costs was based on comparable mileage and reflected a true comparison. Mr. McCord indicated the same statistics were used to calculate these costs for both types of buses.

He then provided information on the total local cost of ownership for a two bus pilot project versus the same cost for diesel buses (\$1,150,000 for electric and \$1,420,000 for a diesel bus). He indicated that for a fleet of 17 buses, the cost was roughly the same for diesel compared to electric buses, as there was a savings for electric buses on fuel and maintenance, but a higher cost for new batteries and initial bus cost.

Mr. McCord then shared the emission results for two and 17 electric buses, indicating a net emission reduction of 122,561 lbs. CO₂ to 1,041,770 lbs. CO₂. The savings for 17 buses equates to 81 acres of trees to remove this same level of carbon from the air.

He then shared some of the industry's best practices, such as having the bus manufacturer responsible for the charger procurement and identification of emergency operations and backup energy supply.

Mr. McCord ended the presentation with a discussion on the three potential funding sources for electric buses –Low/No grants, Bus & Bus Facilities grants and Volkswagen (VW) Settlement grants.

Director Kyras then provided board members with possible next steps if there was a desire to move toward an electric bus project. She indicated the first option would be a demonstration project to rent/borrow an electric bus from a nearby transit system for a 1-2 week period to operate on CyRide routes, at an estimated local cost of \$2,000 (borrow) and \$13,000 (rent).

The second option for an electric bus project would be to apply for a grant for a two bus pilot project (two buses, facility retrofit, and equipment) at an estimated local cost of between \$87,000 and \$100,000. She compared this cost with the local match required for two diesel buses at between \$147,000 – \$197,000. Further, she indicated that from the time of application to the delivery of the buses, it would be a minimum of three years. She also indicated that due to the timing to apply for a Low/No and VW grant, the board would need to commit up to \$400,000 up front to match the Low/No grant until a VW grant could be received. Director Kyras shared the grant process needed to secure the buses – Low/No grant in summer 2019, VW grant in early 2020.

President Bibiloni asked for clarification on the first option as to whether the electric bus would be operating on one or more of CyRide's routes. Director Kyras indicated it would.

Director Kyras explained the three actions that were provided to the board – approve applying for the next federal Low/No grant, proceed with a demonstration project or to not take action on electric buses at this time.

President Bibiloni asked for additional information about a possible demonstration project. Director Kyras shared that Rock Island, Illinois currently had three electric buses operating and that Des Moines DART would be receiving their buses later this year. She indicated that CyRide could ask to borrow one of these systems buses for a one-week period and operate the bus on CyRide routes to gather actual operating data. Further she indicated that bus manufacturers had electric bus rental programs and that CyRide could rent a bus for 1 – 2 weeks and operate the buses in service as well.

Trustee Cain asked if CyRide could coordinate the time period for a demonstration project in the winter or summer to determine how the vehicles operated in more challenging environments and Director Kyras indicated that could be possible.

Trustee Cain asked if the demonstration project and applying for a grant application could be done simultaneously. Director Kyras indicated that it could, but that CyRide would need additional local funds to do both projects.

Trustee Jeffrey shared her thoughts and support for electric vehicle technology, as well as her experience in long-distance travel with an electric car.

Trustee Schainker shared his concern about financing and timing of local funding needed to support the grant application option in identifying \$400,000 in local funding in case the VW grant is not approved. Director Kyras indicated that, if CyRide did not receive a grant in the second round of VW funding, it could wait until the last round in 2021. Trustee Schainker expressed his desire to identify funding in case the VW grant was not a possibility, so the project could proceed forward. Director Kyras indicated that when staff provides the board with the final budget, prior to submitting the grant, that it could also provide a funding plan for the \$400,000 local match.

Trustee Schainker made a motion to approve alternative #1 directing staff to begin development of a Low/No grant application for two electric buses, facility modifications and supporting equipment when the federal funding opportunity is released. Further, that staff will present a final budget and information on how a \$400,000 local funding match could be addressed in CyRide's Capital Improvement Plan before approving the grant for submission. Trustee Jeffrey seconded the motion. (Ayes: Six, Nays: None.) Motion carried.

Facility Site Study: Director Kyras indicated that staff had prepared information for board members on the top five sites chosen as possible expansion sites. Specifically, she indicated that staff had prepared information on the “buildability” of the sites, including utilities, and conceptual designs to ensure that the site was large enough to

accommodate all CyRide's future needs. She indicated that Site #15 had been eliminated through this analysis based on a fatal flaw, leaving four sites for consideration. She also shared that through the analysis; staff was finding it difficult to locate the expansion in a rural setting due to the limitation of utilities.

Brent Schipper from ASK Studio provided the results of an analysis regarding the utilities, terrain for excavation and other factors, such as owner preference/proximity to neighbors. He also shared a preliminary conceptual design of an initial building (20 buses, HIRTA, some office and maintenance areas) on each site and a building illustrating consolidating of all CyRide functions at the new site. Based on this analysis, he indicated that their architectural/engineering recommendation was for site #5 as the preferred location, followed by Site #17, #8 and #13. Concerns with site #5 were related to nearby neighbors, with sites #8, #13 and #17 concerning the availability of utilities.

Mr. Schipper concluded his presentation indicating that the next step would be to estimate a construction cost for each of the options and shared that narrowing of the sites down to two would be preferable. Director Kyras shared that the results of the cost analysis would be prepared for the March board meeting. She indicated that once a preferred site was chosen by the Transit Board, staff would work with FTA on the necessary documentation. She indicated that there would be two grant opportunities in the near future to seek federal funding to construct a portion of the expansion – Bus and Bus Facilities and BUILD programs.

Trustee Schainker shared his concerns that he would prefer to be making decisions on a facility expansion after the City's Comprehensive Plan process. Further, he indicated that he was apprehensive to consider Site #5 due to the residential homes nearby. He indicated that he would like to see operating costs along with the construction costs from each of the sites. He reiterated his desire to have the expansion farther from residential areas and conflicting land use. Director Kyras indicated that staff could review sites ranked #6 - #10 to determine their evaluation of "buildability" and site size compared to building needs. Trustee Schainker indicated that he believed it was best to continue to the next step of the analysis with the five top sites.

Consensus of the transit board was to narrow the locations to sites #17 and #13 and proceed to the next step in the analysis.

Farebox Revenue Analysis: Director Kyras provided board members with a preliminary analysis of farebox revenue after the May 2018 fare reduction. She indicated that the fare reduction had had a positive impact on CyRide's non-student ridership, which was a goal of the Transit Board. She indicated that ridership had increased for customer's paying with cash/tickets and passes. However, she stated that this had not translated into higher revenue, as revenue in all fare categories is lower. She stated that reasons for this variance in ridership/revenues could be attributed to increased rides on unlimited passes, more discounted rides for seniors, K-12 and disabled individuals and more rides,

but not enough to increase revenues. She indicated staff would continue to monitor this impact.

Rate Setting Resolution – Fares: Director Kyras stated that the Transit Board is required by City Ordinance to formally set fares each year and that the Transit Board had approved a budget in January that reflected no change in fare structure.

Trustee Schainker made a motion to approve the 2019-2020 rates, which reflect no change from the 2018-2019 rate structure. Trustee Jeffrey seconded the motion. (Ayes: Six. Nays: None.) Motion carried.

Rate Setting Resolution – Passes: Director Kyras stated that the same action would be needed for pass rates as the previous agenda item for cahs/tickets.

Trustee Schainker made a motion to approve the 2017-2018 rates reflecting no change from the 2018-2019 rate structure. Trustee Jeffrey seconded the motion. (Ayes: Six. Nays: None.) Motion carried.

Quarterly Operations Report (October – December 2018): Director Kyras shared several highlights from the operation's report provided in the board's material. She indicated that Moonlight Express ridership is significantly lower, and that staff had adjusted the service level of this service as of February 1, 2019 to reflect the almost 1/3 lower ridership this year compared to last year.

She also highlighted the higher maintenance expenses for the quarter. She indicated that these expenses were trending higher due to the need to replace engines in older buses, repair emission equipment and purchase new tires. She indicated that these three line items had been increased in the 2019-2020 budget, so this should be a current year issue only.

Trustee Schainker asked about the closing balance and Director Kyras stated that CyRide is on target to have a budget savings of approximately \$250,000, which will increase the closing balance. This increase is attributed to lower fuel prices and an estimated \$225,000 more in federal funding that was not included in the current budget.

Transit Director's Report:

- 1) Radio System Funding Shortfall:** Director Kyras shared with board members that the new city/county radio system, which CyRide is and would continue to be a part of, would be costing significantly more than budgeted in the 2019-2020 year of the Capital Improvement Plan approved by the board in January 2019. She indicated that staff was developing options to address the funding shortfall and would provide board members with alternatives at the March board meeting.

2) Summer Construction Projects Update: This item was not discussed at the meeting.

Trustee Item - Interim Plan: Trustee Schainker shared with board members that the search for the new director is moving slower than planned, optimistically estimating it would be another 14 weeks until the City was able to extend an offer to a candidate. As a result, he indicated that he had been talking with Director Kyras about the gap in leadership from her retirement on March 29, 2019 until a new Director was hired and a possible solution was developed to address the transition period between Directors. He indicated it could be June or July before a new Director could on-board.

Director Kyras then explained a possible transition solution, indicating that postponing her retirement date was not financially feasible for her due to IPERS policies. She indicated that the Transit Board could hire an Interim Director, with one of CyRide's Assistant Director's serving in this role. However, she indicated that it would be difficult for the Interim Director to successfully complete their "regular" job and the Director's duties for multiple months. She indicated that a management consultant could be hired to assist the Interim Director in completing the Director's duties until a New Director is at CyRide.

Further, she indicated that if the board desired for the current Director to assist, that she had been told by IPERS that after 30 days she could work for a consultant who, in turn, could have a contract with the City of Ames for services. She indicated that the consultant would be staff to the Interim Director during this time.

Trustee Schainker indicated that it would benefit CyRide to have the current Director provide the consultant services, as an employee of the consulting firm, and indicated that the City of Ames purchasing policies allow for a "waiver" for just cause. He indicated that he believed this was a good reason for applying the waiver and having the firm the Director was an employee of, provide the service during the transition.

Trustee Schainker stated that he did not believe going through a typical Request for Proposal process was fair to other consultant's when it was his desire to have the retiring Director fill in during the transition. He indicated that he desired to have an open and transparent process.

Director Kyras shared her thoughts on possible areas a consultant could assist, writing material for the Interim Director to approve for the board materials, grant work, further the facilities and electric bus studies, prepare FTA documentation, etc.

There was a consensus of board members to proceed with the proposed transition plan.

Next Meeting Dates/Times: There was a discussion regarding a special board meeting in March, in addition to the March 12, 2019 meeting so that the two summer construction project could be approved after the March 14, 2019 bids were received. It

was decided that a March 15, 2019 special meeting would be held to consider approval of the construction bids.

- March 12, 2019 – 4:15 pm
- March 15 SPECIAL CONFERENCE CALL Meeting at noon
- 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: Trustee Schrader made a motion to adjourn the meeting and Trustee Cain seconded the motion. The meeting was adjourned at 6:30 P.M. (Ayes: Six. Nays: None.) Motion carried.

Juan Bibiloni, President

Joanne Van Dyke, Recording Secretary

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees

FROM: Sheri Kyras

DATE: March 12, 2019

SUBJECT: Facility Site Study

BACKGROUND: In January 2019, CyRide staff informed board members that, after a site review, the list of possible expansion sites for CyRide’s facility had been narrowed to ten sites, west of the city limits, and that staff would begin an analysis of the top five sites. These top sites are as follows (see attached map for these locations):

- **Site #5** – State Street, south of Hwy. 30
- **Site #8** – S. Dakota, south of Hwy. 30
- **Site #13** – Lincoln Way, west of the city limits
- **Site #15** – Lincoln Way & Countyline Rd, west of the city limits
- **Site #17** – Countyline Rd., north of Ontario

At the February board meeting, ASK studio presented a ranking of the top sites from a buildability and utilities perspective. From this discussion, the board narrowed the potential sites to #13 and #17. Additionally, ASK Studio presented two conceptual drawings for each of the top five sites: one of a smaller, initial building to house the fleet currently parked outside along with a small maintenance shop and office space; and a second drawing illustrating how a facility could fit on the site if the entire operations were run from the new site in the future. The conceptual maps of these two sites are attached.

INFORMATION: Over the past month, ASK Studio has been reviewing each of the two final sites from a construction cost perspective to further evaluate the potential of these possible expansion sites. Additionally, CyRide staff has been identifying operating costs and funding opportunities. This information will be detailed into this report and provide the final analysis required for consideration of a “preferred” and “secondary” facility expansion site and identification of next steps. Specifically, the information contained in this report is as follows:

- Estimated construction cost at each site
- Estimated CyRide operating cost at each site
- Site #13 (ISU Foundation ownership) and #17 (Private ownership) Comparison
- Grant/Financial Analysis
- Next Steps

Construction Cost (Estimated)

The attached sheets from ASK Studio reflect three possible construction costs for each site as follows:

- **Preliminary Budget – Parcel 13 and 17, Phase 1 – Max Budget Driven (Local Match Constrained Budget)**
Construction cost estimate **to fit CyRide’s available local match of \$1.2 million**, which includes bus storage for 20 buses, fuel area, two administrative offices and a light maintenance repair area. The building would be constructed as a metal building with a shorter useful life. CyRide would operate from two sites under this cost scenario.
- **Preliminary Budget – Parcel 13 and 17, Phase 1 – Architect Estimate (Optimal Budget)**
Construction cost estimate for the **optimal cost of a second site**, which includes bus storage for 20 buses, bus wash and fuel areas, three administrative offices, meeting room and a light maintenance repair area. The building would be constructed of similar material to CyRide’s current facility. CyRide would operate from two sites under this cost scenario.
- **Preliminary Budget – Parcel 13 and 17, Phase 2 (Full Buildout)**
Construction cost estimate **reflecting the full-build cost for CyRide to re-consolidate its operations at the new site only** and place CyRide’s current building on the market. This would include space for up to 125 buses and all maintenance and support functions to support a fleet of this size.

ASK Studio representatives will be present at the meeting to explain their methodology and results of this analysis, as well as answer board members questions. **However, the final results of their analysis identify that Site #17 could be constructed at a lower, one-time cost than Site #13.**

CyRide Operating Costs (Estimated)

The following assumptions were used to estimate CyRide’s operating costs from each of the second facility sites identified:

- 20 Buses would be housed at the second site
- All articulated and electric buses would be housed at the new facility and, that buses housed at this facility would be operated on the #23 Orange route and CyRide’s “extra” buses
- CyRide would not operate from the second facility on evenings, weekends and during the summer to minimize operating costs

The operating analysis staff completed includes two cost estimates:

- The estimated staffing/utility/insurance cost for vehicles to be housed in the second facility
- Incremental deadhead operating costs (costs to/from each facility site to where the bus begins picking up passengers)

The results of this analysis are reflected in the chart below.

CyRide’s Operational Cost Comparison*

Criteria	Site #13	Site #17
Staffing/Utility/Insurance Cost	\$250,000	\$250,000
Incremental Deadhead Costs	\$50,300	\$40,500
Total Incremental Costs (Per Bus and Incremental Deadhead)	\$300,300	\$290,500

* The above cost analysis reflects minimal staffing and operations from the second site as of the first year of operation. As more of the facility is constructed and moved to this site, the annual operating costs from the facility are anticipated to increase as additional staffing and fleet maintenance are needed from the new facility.

In summary, a facility located on Site #17 would have a slightly lower annual operating cost than Site #13.

Site #13 and #17 Comparison

For ease of comparison, the information on the next page collects the data developed from each of the site analysis studies completed on sites #13 and #17 and compares the two side-by-side. The rating scale used throughout the site analysis was from “1” to “5”, with “5” being the most favorable.

Site Comparison Chart

Site Study Data	Site #13	Site #17
Staff Field Study		
Terrain, Size, Shape	5	5
On Paved Road	5	5
Property Access	4	4
Proximity to Thoroughfare	5	3
Proximity to CyRide	2	1
Wetlands/Neighbors/Other	5	5
Native Trees	5	5
Additional Costs for Split Site	5	5
Safety/Security	5	5
Architectural/Engineering Study		
Terrain – Excavation	5	4
Availability of Water	3	4
Availability of Sewer	2	4
Availability of Gas	5	5
Availability of Electricity	4	4
Community Land Use Profile	5	5
Subtotal Studies Evaluation	65	64
Construction Cost Estimate – Optimal Phase 1	\$10,307,466	\$9,884,259
Operating Cost Estimate – Incremental	\$300,300	\$290,500

Grants/Financial Analysis

CyRide will need financial support from federal/state grants and local match for construction of an expanded facility. The following discusses funding potential for both.

Federal Funding - There are two federal grant programs for facility construction projects. The first program is FTA’s BUILD Program (Better Utilizing Investments to Leverage Development), formerly TIGER grants, of which CyRide received funding for its Ames Intermodal Facility in 2010. Year 2018 awards for similar operating/maintenance facility construction projects include:

- **Siouxland Regional Transit (Iowa)** - \$7 million awarded - Operations & Bus Storage Facility
- **N. Central RTD (N. Mexico)** – \$1.29 million awarded - Maintenance Facility, Vehicle Wash Bay & Fueling Station
- **South Dade Transitway (Florida)** - \$9.5 million awarded - Park & Ride Improvements

Funds for these projects are aimed at building and repairing critical pieces of the United States freight and passenger transportation networks, with an emphasis on multimodal and/or multijurisdictional projects that are difficult to support through traditional DOT programs. \$7.1

billion is available nationwide each year. This is the second and last year that a higher funding amount is anticipated to be available for distribution through this grant program. **The minimum federal share allowed to apply for this grant is \$5 million.**

The second possible federal (FTA) funding program for facility construction is the Section 5339(b) Bus & Bus Facility Infrastructure Program. Year 2018 awards for similar facility projects include:

- **Massachusetts DOT** - \$6 million – Maintenance & Operations Facility for rural area
- **Eastern Panhandle Transit (Oklahoma)** - \$4.5 million awarded – Storage & Operations Facility
- **Jacksonville (North Carolina)** - \$4.5 million for Multimodal Center
- **Peoria (Illinois)** - \$3.6 million – Maintenance & Operations Facility
- **Norwalk (Connecticut)** - \$3.6 million – Maintenance & Operations Facility
- **Grand Forks (North Dakota)** - \$3.6 million – Administration, Storage & Maintenance Facility
- **Lincoln (Nebraska)** - \$2.6 million – Maintenance & Storage Facility
- **Oklahoma State-Stillwater Transit (OK)** - \$2.4 million – Maintenance Facility

Awards under this program are typically less (\$1 - \$6 million dollars) than the BUILD program, as the program funds available are less - \$3.66 million per year. The purpose of the program is to assist in financing of buses and bus facility capital projects. The Low-No program for electric buses is a subprogram of this federal funding program. Therefore, if CyRide were to submit a Low-No grant for electric buses and a facility grant within the same funding program, there would be a possibility that the FTA could decide to fund one project over the other.

Both funding programs allow for up to an 80% federal share; however, competitive grants typically require less than an 80% federal share.

Local Funding – The Transit Board has two sources of local funds to support a facility grant application – committed Facility Expansion funds within its Capital Program and operating closing balance funds above 10% operating expenses that could be committed to the Facility Expansion fund.

Committed Facility Expansion Funds - Currently the Transit Board has committed \$715,166 from previous operating closing balance savings to the local match needed for a federal facility grant. With this funding alone as local match at 25%, the maximum construction project would be \$2.86 million, with \$2.14 secured from grants, which would not be sufficient to fund the basic needs at a second facility.

Operating Closing Balance Above 10% Operating Expenses – Currently CyRide has an estimated uncommitted balance above 10% operating expenses of \$647,880. All or a portion of these funds could be added to the Committed Facility Expansion Funds to match a federal grant. This approach could significantly increase the amount of federal dollars that CyRide could

leverage and allow CyRide to include basic space needs in the new building to allow CyRide to operate more efficiently.

The chart below details the estimated available local match that could be secured from the current, uncommitted operating closing balance above 10%.

**Operating Closing Balance Above 10%
(Uncommitted Revenues)**

Revenue	Dollars
Uncommitted Balance as of 6/30/18	\$647,880
Anticipated 2018-2019 Budget Savings	\$250,000
Estimated Total Uncommitted Revenue June 30, 2019	\$897,880

Additional Local Funds - If it is decided to include HIRTA needs in the application and within the expansion site, further discussions with HIRTA would need to take place and local funds committed by the HIRTA Board for their portion of the building.

Next Steps

There are four possible directions the board could choose to proceed forward with a second site as follows:

- **Option 1** – BUILD Planning Grant
- **Option 2** – BUILD Construction Grant
- **Option 3** – Select Site/FTA Requirements – Using local dollars
- **Option 4** – Table Site Selection

BUILD Planning Grant

CyRide could develop a federally-competitive planning grant for the FY20 BUILD funding opportunity anticipated to be release in late spring/early summer. This grant could fund 75% of the planning expenses up to the point where final design and construction begins. Specifically, it could include the following:

1. **Real Estate Market Analysis** – Two, independent market analyses of the “preferred” site selected by the Transit Board
2. **Environmental Analysis (NEPA)** - Complete the environmental/historical analysis of the preferred site required by the Federal Transit Administration
3. **Land Purchase** – Dependent upon the above two analysis, negotiate a land purchase for the preferred site
4. **Preliminary Building Design** – Contract with an Architectural/Engineering firm to design a second facility that meets the needs of the transit system at that time.

The benefits of this approach are:

- While the above planning activities are being completed over a 12-18 month period, CyRide could increase its local dollars to match a larger federal BUILD construction grant and possible be able to fund ASK Studio’s “optimal” second facility budget
- Provides more time to consider site #17 as the best site available
- Allows time for HIRTA to determine if they desire to be part of the project and if so, to secure their portion of the local match
- Allows the new Transit Director to be part of the planning process
- Utilizes federal funds to support further investigation of the “preferred” site as opposed to using 100% local dollars

The following budget details the estimated cost and Operating Closing Balance Above 10% needed to support a BUILD planning grant, assuming a 75% federal share.

Planning Grant Budget

Estimated Budget/Expense	Federal Dollars	Local Dollars	Total Dollars
Market Analysis (2)	\$30,000	\$10,000	\$40,000
Environmental/Historical Analysis	\$37,500	\$12,500	\$50,000
Land Purchase	\$262,500	\$87,500	\$350,000
Preliminary Building Design	\$131,250	\$43,750	\$175,000
Total Planning Grant Dollars	\$461,250	\$153,750	\$615,000

BUILD Construction Grant

CyRide staff could develop a federally-competitive construction grant for the FY20 BUILD funding opportunity. This grant could fund 79% of the expenses, based upon the “Local Match Constrained Budget” developed by ASK Studio, as described above and attached. The benefits of this approach are:

- Moves through the planning/construction grant process more quickly in order to house buses currently outside, inside in a shorter time period
- Allows additional (above \$1.2 million) operating closing balance funds to be used for other staff/board priorities

CyRide staff believes that requesting federal BUILD, as opposed to the Bus & Bus Facilities grant program funds, would be the best source of federal funding for a construction grant. This will allow CyRide to apply for a Low-No grant for electric buses, which is a subprogram under the Bus & Bus Facilities; thereby not competing in the same year for the same grant program.

Construction Grant Budget

Funding Source	Funding %	Federal Dollars	Local Dollars	Total Dollars
BUILD Facilities Grant	79%	\$5,000,000	\$0	\$5,000,000
CyRide Committed Facility Expansion Funds	11%	\$0	\$715,166	\$715,166
CyRide Uncommitted Operating Closing Balance Funds Above 10%	9%	\$0	\$585,000	\$585,000
Total Dollars	100%	\$5,000,000	<b style="color: red;">\$1,300,166	\$6,300,166

Operating Closing Balance Above 10% Impact

Revenue/Commitment	Local Dollars
Total Uncommitted Revenue	\$897,880
Commitments or Possible Commitments	
Director Recruitment Costs	\$22,500
Local Match to No-Low Grant (Electric Bus Pilot Program)	\$100,000
Local Match to BUILD Construction Grant (Closing Balance \$'s Only)	\$585,000
Total Possible Expenses	\$707,500
Estimated Remaining Uncommitted Operating Closing Balance Above 10%	\$190,380

Possible BUILD Construction Schedule - The timing of a facility project, based upon release of a BUILD grant opportunity in the late spring/early summer of 2019 and an application due date of August 2019, is as follows:

Activity	Date
Prepare Bus & Bus Facilities Grant <ul style="list-style-type: none"> • NEPA Environmental/Historical Work • Feasibility Study - FTA Approval • Ltr. of Commitment for Land/Purchase • Two Land Appraisals • Final Concept/Construction & Design Budget 	April/May/June – August 2019
Submit Grant	August 2019
Grant Award	Spring 2020
Negotiate Land Acquisition, if Not Purchased	Spring 2020
Preliminary/Final Design	Summer/Fall 2020
Bid	January 2021
CyRide Operational Plan For Two Facilities	Summer 2021 – Summer 2022
Construction	Spring 2022 – Spring 2023
Budget Impacts Identified & Incorporated into Budget	Fall/Winter 2022
Facility Opening	Spring 2023

In summary, the possible construction grant option could result in a second facility available for occupancy in four years from the time a federal grant is submitted.

Select Site/FTA Requirements

Under this option, CyRide staff could complete a portion of the activities described in the federal BUILD planning grant, **only using local dollars** to complete this work. Specifically, the following work could be completed:

- **Real Estate Market Analysis** - Two independent market analyses of the “preferred” site selected by the Transit Board
- **Environmental Analysis (NEPA)** - Complete the environmental/historical analysis of the preferred site required by the Federal Transit Administration

The benefits of this approach are:

- While the above planning activities are being completed over a 12 month period, CyRide could increase its local dollars to match a larger federal BUILD construction grant and possible be able to fund ASK Studio’s “optimal” second facility budget
- Allows the greatest flexibility to consider site #17 as the best site available
- Allows time for HIRTA to determine if they desire to be part of the project and if so, to secure their portion of the local match
- Allows the new Transit Director to be part of the planning process

The following details an estimated budget and the Operating Closing Balance Above 10% needed to support these locally-funded planning activities.

Locally-Funded Planning Budget

Estimated Budget/Expense	Federal Dollars	Local Dollars	Total Dollars
Market Analysis (2)	\$0	\$40,000	\$40,000
Environmental/Historical Analysis	\$0	\$50,000	\$50,000
Total Planning Grant Dollars	\$0	\$95,000	\$95,000

Operating Closing Balance Above 10% Impact

Operating Closing Balance Above 10%	Local Dollars
Total Uncommitted Revenue	\$897,880
Commitments or Possible Commitments	
Director Recruitment Costs	\$22,500
Local Match to No-Low Grant (Electric Bus Pilot Program)	\$100,000
Local Dollars Needed for Planning Activities	\$95,000
Total Possible Expenses	\$217,500
Estimated Remaining Uncommitted Operating Closing Balance Above 10%	\$680,380

The remaining planning activities of land acquisition and preliminary design for the building could be included in a future federally-funded construction grant.

Table Site Selection

Under this option, board members would table the site study at this time and revisit sites once CyRide can build up sufficient local dollars (\$2.5 to \$3 million) to match a federal facility grant that can support the “optimal” second facility cost estimate.

ALTERNATIVES:

Preferred Site Selection:

1. Approve Site #17 as the “preferred” facility expansion site, and Site #13 as the “secondary” site, for consideration by the Federal Transit Administration and for possible inclusion in a BUILD grant application.
2. Approve Site #13 as the “preferred” facility expansion site, and Site #17 as the “secondary” site, for consideration by the Federal Transit Administration and for possible inclusion in a BUILD grant application.
3. Direct staff to complete further analysis of other sites, as directed by board members, for possible facility expansion locations.
4. Table action until a future Transit Board of Trustees meeting.

Next Steps:

1. Direct staff to develop a BUILD planning grant for the FY20 grant program and to seek approval of the final budget prior to submission of the grant.

2. Direct staff to develop a BUILD construction grant for the FY20 grant program and to seek approval of the final budget prior to submission of the grant. Further, to enter into discussions with HIRTA regarding their interest and local match to become a partner in this grant.
3. Direct staff to use up to \$95,000 in operating closing balance funds above 10% to complete planning activities (market and environmental/historical analysis).
4. Direct staff to seek opportunities to fund additional local match and provide an update to the Transit Board when additional funds reach a board-selected dollar amount.

RECOMMENDATION:

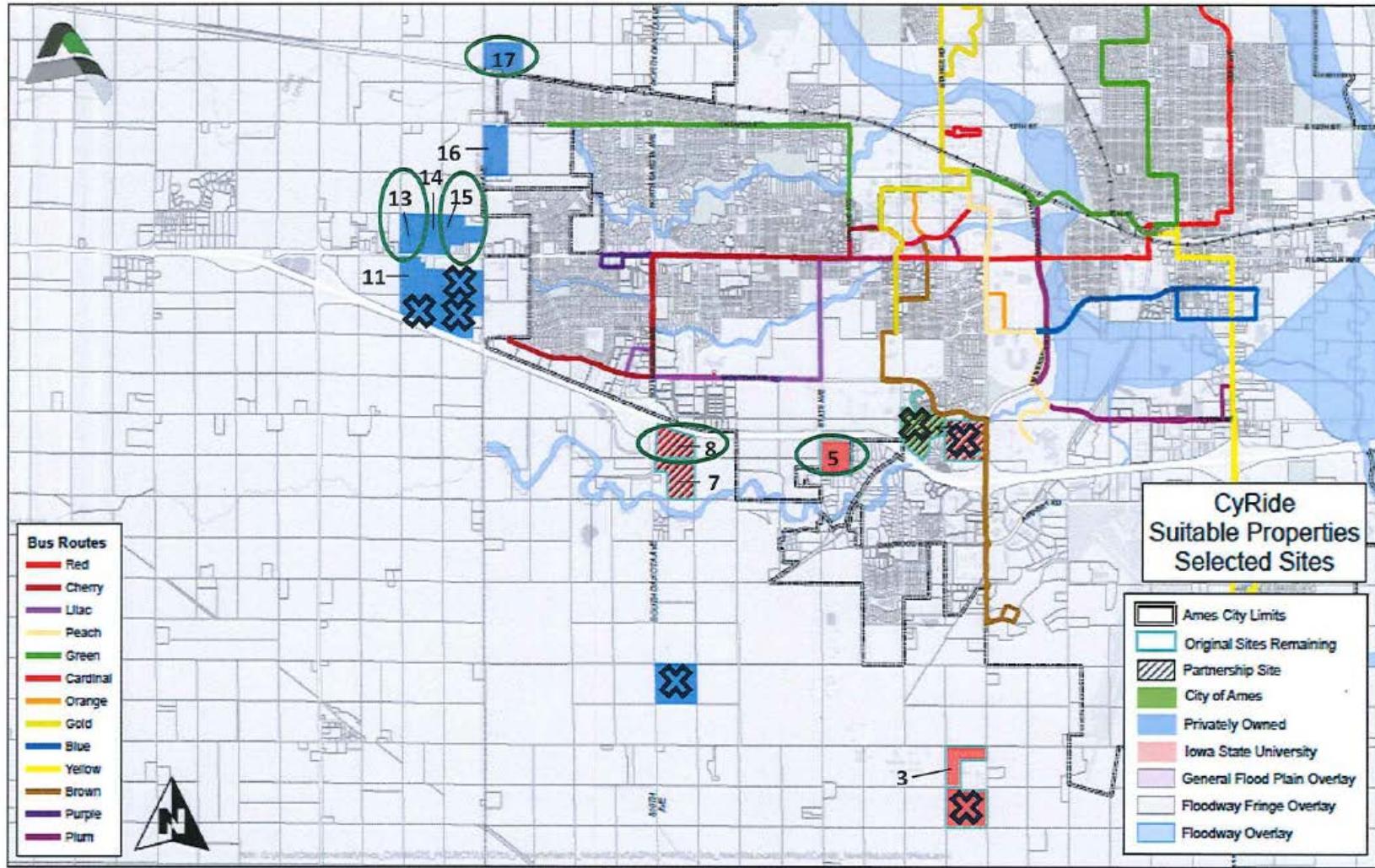
Preferred Site Selection

If the Transit Board desires to choose a site at this time, the Transit Director recommends approval of Preferred Site Selection Alternative #1 to select Site #17 as the “preferred” facility expansion site and Site #13 as the “secondary” site. After 12 months of study and evaluation of 188 potential sites in and near Ames, these two sites reflect the board’s desire for a second facility location west of the Ames city limits and represent the best value for CyRide.

Next Steps

If a “preferred” and “secondary” site is chosen, the Transit Director recommends approval of Next Step Alternative #1 to submit a BUILD Planning grant. This option will allow CyRide to continue to investigate these sites with a focus on the preferred site, while at the same time receiving federal funding to support the expenses that will be incurred in preparing the project for a future construction grant. This will also allow the new Transit Director time to understand the history of the facility expansion discussions and be part of the future direction of this facility.

CyRide Results of Field Evaluation

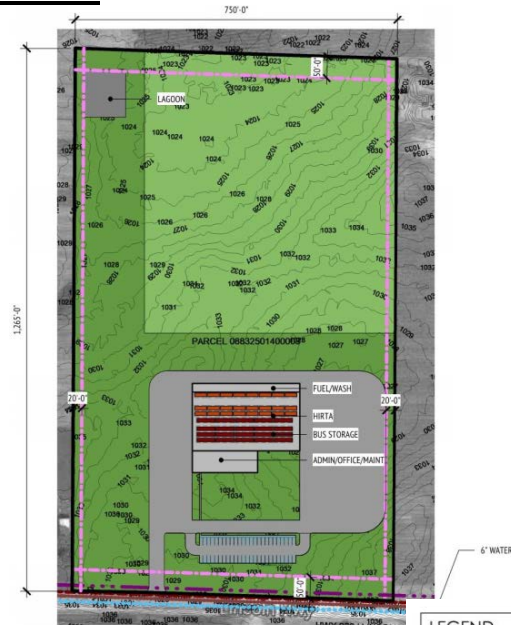


 Top 5 Sites

 Eliminated Sites

Site #13 Conceptual Facility Plans

Second Site Configuration



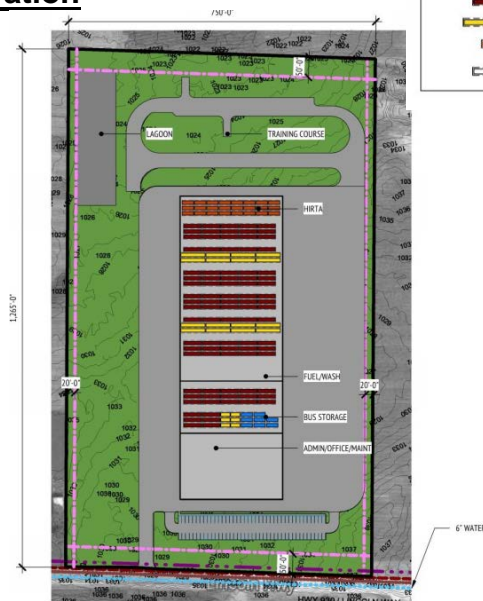
JURISDICTION: BOONE COUNTY
ZONING: AGRICULTURAL
TOTAL SITE: 21.9 ACRES

1 PARCEL 13 PHASE 1
SCALE: 1" = 160'-0"

LEGEND

	SITE, NO SITEWORK IN PHASE		SEWER
	SITE, SITEWORK		WATER
	SPECIAL SITE CONSTRUCTION		ELECTRIC
	STANDARD BUS		GAS
	ARTICULATED BUS		PROPERTY SETBACK
	HIRTA BUS		FIBER OPTIC LINE
	QUE-ED BUS		SHOP VEHICLE
	SMALL BUS		SMALL BUS

Single Site Configuration



JURISDICTION: BOONE COUNTY
ZONING: AGRICULTURAL
TOTAL SITE: 21.9 ACRES

1 PARCEL 13 PHASE 2
SCALE: 1" = 160'-0"

Site #17 Conceptual Facility Plans

Second Site Configuration



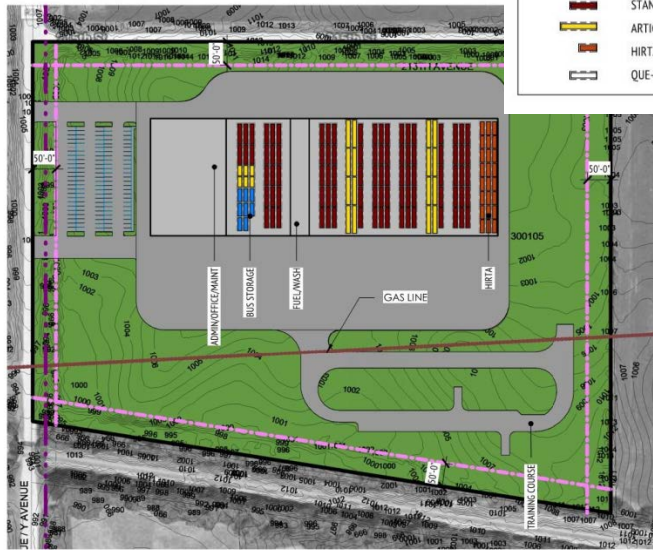
N
 JURISDICTION: STORY COUNTY
 ZONING: AGRICULTURAL
 TOTAL SITE: 23.9 ACRES

1 PARCEL 17 PHASE 1
 SCALE: 1" = 160'-0"

LEGEND

	SITE, NO SITINGWORK IN PHASE		SEWER
	SITE, SITINGWORK		WATER
	SPECIAL SITE CONSTRUCTION		ELECTRIC
	STANDARD BUS		GAS
	ARTICULATED BUS		PROPERTY SETBACK
	HIRTA BUS		FIBER OPTIC LINE
	QUE-ED BUS		SHOP VEHICLE
			SMALL BUS

Single Site Configuration



N
 JURISDICTION: STORY COUNTY
 ZONING: AGRICULTURAL
 TOTAL SITE: 23.9 ACRES

1 PARCEL 17 PHASE 2
 SCALE: 1" = 160'-0"



**City of Ames
CyRide**

**2019 Master Planning
Preliminary Budget - Parcel 13, Phase 1 - Max Budget Driven
3/7/2019**

	Quantity	Unit	Unit cost	Cost	Remarks
General Requirements					
Percentage of Construction See Below					
Site					
Site Purchase Cost	1	ls	\$280,000.00	\$280,000	
Site Clearing/Development	435,027	sf	\$0.75	\$326,270	No relocation costs included
Site Landscaping and Security	435,027	sf	\$0.25	\$108,757	New site systems.
Parking Paving	9,959	sf	\$6.00	\$59,754	
Bus Parking paving and Circulation	80,672	sf		\$645,376	
<i>HIRTA</i>	11,400	sf	\$8.00	\$91,200	
<i>CyRide</i>	69,272	sf	\$8.00	\$554,176	
Special Site Construction	1	ls	\$135,000.00	\$135,000	Lift pump/tank for sprinkler
Septic	1	ls	\$95,000.00	\$95,000	
Lagoon	1	ls	\$45,000.00	\$45,000	
Subtotal HIRTA Site Costs				\$91,200	
Subtotal Site				\$1,603,957	
Building Areas					
Administration and Operations	5,100	sf		\$943,500	Includes Veh. Maint/Parts
<i>HIRTA</i>	600	sf	\$185.00	\$111,000	
<i>CyRide</i>	4,500	sf	\$185.00	\$832,500	
Interior Vehicle Storage	33,190	sf		\$3,816,850	
<i>HIRTA</i>	14,285	sf	\$115.00	\$1,642,775	
<i>CyRide</i>	18,905	sf	\$115.00	\$2,174,075	
Vehicle Service Areas	1,502	sf	\$185.00	\$277,870	Fuel
FFE for Administration and Operations	5,100	sf	\$20.00	\$102,000	
Fuel Equipment	1	ls	\$100,000.00	\$100,000	
Subtotal HIRTA Building Costs				\$1,753,775	
Subtotal Building and Equipment				\$3,486,445	Total Bldg Area Cost - HIRTA Sub
Subtotal Building Costs				\$5,090,402	
Public Perimeter/Remodeling	0.0%			\$0	
Design Contingency	5.4%			\$272,337	
General Conditions	8.0%			\$407,232	
OH/P	4.0%			\$203,616	
Development Costs	9.0%			\$458,136	
Total Costs				\$6,431,723	
Year 1				\$ 6,656,833	
Year 2				\$ 6,889,822	
Year 3				\$ 7,130,966	
Year 4				\$ 7,380,550	
Year 5				\$ 7,638,869	
Based on escalation of 3.5% per year.					

City of Ames CyRide

2019 Master Planning Preliminary Budget - Parcel 13, Phase 1 - Architect's Estimate 3/7/2019

	Quantity	Unit	Unit cost	Cost	Remarks
General Requirements					
Percentage of Construction See Below					
Site					
Site Purchase Cost	1	ls	\$280,000.00	\$280,000	
Site Clearing/Development	427,526	sf	\$1.25	\$534,408	No relocation costs included
Site Landscaping and Security	427,526	sf	\$0.50	\$213,763	New site systems.
Parking Paving	15,768	sf	\$8.50	\$134,028	
Bus Parking paving and Circulation	82,186	sf		\$821,860	
<i>HIRTA</i>	5,000	sf	\$10.00	\$50,000	
<i>CyRide</i>	77,186	sf	\$10.00	\$771,860	
Special Site Construction	1	ls	\$135,000.00	\$135,000	Lift pump/tank for sprinkler
Septic	1	ls	\$95,000.00	\$95,000	
Lagoon	1	ls	\$45,000.00	\$45,000	
Subtotal HIRTA Site Costs				\$50,000	
Subtotal Site				\$2,209,059	
Building Areas					
Administration and Operations	7,600	sf		\$1,634,000	Includes Veh. Maint/Parts
<i>HIRTA</i>	600	sf	\$215.00	\$129,000	
<i>CyRide</i>	7,000	sf	\$215.00	\$1,505,000	
Interior Vehicle Storage	33,190			\$4,480,650	
<i>HIRTA</i>	14,250	sf	\$135.00	\$1,923,750	
<i>CyRide</i>	18,940		\$135.00	\$2,556,900	
Vehicle Service Areas	4,854	sf	\$185.00	\$897,990	Wash and Fuel
FFE for Administration and Operations	7,600	sf	\$20.00	\$152,000	
Fuel and Wash Equipment	1	ls	\$400,000.00	\$400,000	
Subtotal HIRTA Building Costs				\$2,052,750	
Subtotal Building and Equipment				\$5,511,890	Total Bldg Area Cost - HIRTA Sub
Subtotal Building Costs				\$7,720,949	
Public Perimeter/Remodeling	0.0%			\$0	
Design Contingency	12.5%			\$965,119	
General Conditions	8.0%			\$617,676	
OH/P	4.0%			\$308,838	
Development Costs	9.0%			\$694,885	
Total Costs				\$10,307,466	
Year 1				\$ 10,668,228	
Year 2				\$ 11,041,616	
Year 3				\$ 11,426,072	
Year 4				\$ 11,828,055	
Year 5				\$ 12,242,037	
Based on escalation of 3.5% per year.					

City of Ames CyRide

2019 Master Planning Preliminary Budget - Parcel 13, Full Buildout 3/7/2019

	Quantity	Unit	Unit cost	Cost	Remarks
General Requirements					
Percentage of Construction See Below					
Site					
Site Clearing/Development	422313	sf	\$1.25	\$527,891	No relocation costs included
Site Landscaping and Security	422313	sf	\$0.50	\$211,157	New site systems.
Parking Paving	33594	sf	\$8.50	\$285,549	
Bus Parking paving and Circulation	169,315	sf		\$1,693,150	
<i>HIRTA</i>	11,400	sf	\$10.00	\$114,000	
<i>CyRide</i>	157,915	sf	\$10.00	\$1,579,150	
Special Site Construction	1	ls	\$135,000.00	\$135,000	Lift pump/tank for sprinkler
Septic	1	ls	\$95,000.00	\$95,000	
Lagoon	1	ls	\$45,000.00	\$45,000	
Subtotal HIRTA Site Costs				\$114,000	
Subtotal Site				\$2,878,747	
Building Areas					
Administration and Operations	40,104	sf		\$8,622,360	
<i>HIRTA</i>	600	sf	\$215.00	\$129,000	
<i>CyRide</i>	39,504	sf	\$215.00	\$8,493,360	
Interior Vehicle Storage				\$16,547,085	
<i>HIRTA</i>	11,923	sf	\$135.00	\$1,609,605	
<i>CyRide</i>	122,571	sf	\$135.00	\$16,547,085	
Vehicle Service Areas	9,731	sf	\$185.00	\$1,800,235	Wash and Fuel
FFE for Administration and Operations	40,104	sf	\$20.00	\$802,080	
Fuel and Wash Equipment	1	ls	\$400,000.00	\$400,000	
Subtotal HIRTA Building Costs				\$1,738,605	
Subtotal Building and Equipment				\$26,433,155	Does not include HIRTA
Subtotal Building Costs				\$29,311,902	
Public Perimeter/Remodeling	0.0%			\$0	
Design Contingency	12.5%			\$3,663,988	
General Conditions	8.0%			\$2,344,952	
OH/P	4.0%			\$1,172,476	
Development Costs	9.0%			\$2,638,071	
Total Costs				\$39,131,389	
Year 1				\$ 40,500,987	
Year 2				\$ 41,918,522	
Year 3				\$ 43,385,670	
Year 4				\$ 44,904,169	
Year 5				\$ 46,475,815	
Based on escalation of 3.5% per year.					



**City of Ames
CyRide**

**2019 Master Planning
Preliminary Budget - Parcel 17, Phase 1 - Max Budget Driven
3/7/2019**

	Quantity	Unit	Unit cost	Cost	Remarks
General Requirements					
Percentage of Construction See Below					
Site					
Site Purchase Cost	1	Is	\$350,000.00	\$350,000.00	
Site Clearing/Development	293,945	sf	\$0.75	\$220,459	No relocation costs included New site systems.
Site Landscaping and Security	293,945	sf	\$0.25	\$73,486	
Parking Paving	9,959	sf	\$6.00	\$59,754	
Bus Parking paving and Circulation	85,905	sf		\$687,240	
<i>HIRTA</i>	11,400	sf	\$8.00	\$91,200	
<i>CyRide</i>	74,505	sf	\$8.00	\$596,040	
Special Site Construction	2,000	lf	\$40.00	\$80,000	Water Extension
Special Site Construction	2,000	lf	\$60.00	\$120,000	Sewer Extension
Subtotal HIRTA Site Costs				\$91,200	
Subtotal Site				\$1,499,739	Does not include HIRTA
Building Areas					
Administration and Operations	5,100	sf		\$943,500	Includes Veh. Maint/Parts
<i>HIRTA</i>	600	sf	\$185.00	\$111,000	
<i>CyRide</i>	4,500	sf	\$185.00	\$832,500	
Interior Vehicle Storage	33,190	sf		\$3,816,850	
<i>HIRTA</i>	14,285	sf	\$115.00	\$1,642,775	
<i>CyRide</i>	18,905	sf	\$115.00	\$2,174,075	
Vehicle Service Areas	1,502	sf	\$185.00	\$277,870	Fuel
FFE for Administration and Operations	5,100	sf	\$20.00	\$102,000	
Fuel Equipment	1	Is	\$100,000.00	\$100,000	
Subtotal HIRTA Building Costs				\$1,753,775	
Subtotal Building and Equipment				\$3,486,445	Does not include HIRTA
Subtotal Building Costs				\$4,986,184	
Public Perimeter/Remodeling	0.0%			\$0	
Design Contingency	5.4%			\$266,761	
General Conditions	8.0%			\$398,895	
OH/P	4.0%			\$199,447	
Development Costs	9.0%			\$448,757	
Total Costs				\$6,300,043	
Year 1				\$ 6,520,545	
Year 2				\$ 6,748,764	
Year 3				\$ 6,984,971	
Year 4				\$ 7,229,445	
Year 5				\$ 7,482,475	
Based on escalation of 3.5% per year.					



**City of Ames
CyRide**

**2019 Master Planning
Preliminary Budget - Parcel 17, Phase 1 - Architect's Estimate
3/7/2019**

	Quantity	Unit	Unit cost	Cost	Remarks
General Requirements					
Percentage of Construction See Below					
Site					
Site Purchase Cost	1	ls	\$350,000.00	\$350,000.00	
Site Clearing/Development	285,076	sf	\$1.25	\$356,345	No relocation costs included
Site Landscaping and Security	285,076	sf	\$0.50	\$142,538	New site systems.
Parking Paving	9,959	sf	\$8.50	\$84,652	
Bus Parking paving and Circulation	87,724	sf		\$877,240	
<i>HIRTA</i>	11,400	sf	\$10.00	\$114,000	
<i>CyRide</i>	76,324	sf	\$10.00	\$763,240	
Special Site Construction	2,000	lf	\$40.00	\$80,000	Water Extension
Special Site Construction	2,000	lf	\$60.00	\$120,000	Sewer Extension
Subtotal HIRTA Site Costs				\$114,000	
Subtotal Site				\$1,896,775	
Building Areas					
Administration and Operations	7,600	sf		\$1,634,000	Includes Veh. Maint/Parts
<i>HIRTA</i>	600	sf	\$215.00	\$129,000	
<i>CyRide</i>	7,000	sf	\$215.00	\$1,505,000	
Interior Vehicle Storage	33,190			\$4,480,650	
<i>HIRTA</i>	14,285	sf	\$135.00	\$1,928,475	
<i>CyRide</i>	18,905		\$135.00	\$2,552,175	
Vehicle Service Areas	4,854	sf	\$185.00	\$897,990	Wash and Fuel
FFE for Administration and Operations	7,600	sf	\$20.00	\$152,000	
Fuel and Wash Equipment	1	ls	\$400,000.00	\$400,000	
Subtotal HIRTA Building Costs				\$2,057,475	
Subtotal Building and Equipment				\$5,507,165	Total Bldg Area Cost - HIRTA Sub
Subtotal Building Costs				\$7,403,940	
Public Perimeter/Remodeling	0.0%			\$0	
Design Contingency	12.5%			\$925,492	
General Conditions	8.0%			\$592,315	
OH/P	4.0%			\$296,158	
Development Costs	9.0%			\$666,355	
Total Costs				\$9,884,259	
Year 1				\$ 10,230,208	
Year 2				\$ 10,588,266	
Year 3				\$ 10,958,855	
Year 4				\$ 11,342,415	
Year 5				\$ 11,739,399	
Based on escalation of 3.5% per year.					

**City of Ames
CyRide**

**2019 Master Planning
Preliminary Budget - Parcel 17, Full Buildout
3/7/2019**

	Quantity	Unit	Unit cost	Cost	Remarks
General Requirements					
Percentage of Construction See Below					
Site					
Site Clearing/Development	368,786	sf	\$1.25	\$460,983	No relocation costs included
Site Landscaping and Security	368,786	sf	\$0.50	\$184,393	New site systems.
Parking Paving	33,594	sf	\$8.50	\$285,549	
Bus Parking paving and Circulation	169,315	sf		\$1,693,150	
<i>HIRTA</i>	11,400	sf	\$10.00	\$114,000	
<i>CyRide</i>	157,915	sf	\$10.00	\$1,579,150	
Special Site Construction	1,000	lf	\$40.00	\$40,000	Water Extension @ RR
Special Site Construction	1,000	lf	\$60.00	\$60,000	Sewer Extension @ RR
Subtotal HIRTA Site Costs				\$114,000	
Subtotal Site				\$2,610,075	
Building Areas					
Administration and Operations	40,104	sf		\$8,622,360	
<i>HIRTA</i>	600	sf	\$215.00	\$129,000	
<i>CyRide</i>	39,504	sf	\$215.00	\$8,493,360	
Interior Vehicle Storage				\$16,547,085	
<i>HIRTA</i>	11,923	sf	\$135.00	\$1,609,605	
<i>CyRide</i>	122,571	sf	\$135.00	\$16,547,085	
Vehicle Service Areas	9,731	sf	\$185.00	\$1,800,235	Wash and Fuel
FFE for Administration and Operations	40,104	sf	\$20.00	\$802,080	
Fuel and Wash Equipment	1	ls	\$400,000.00	\$400,000	
Subtotal HIRTA Building Costs				\$1,738,605	
Subtotal Building and Equipment				\$26,433,155	Does not include HIRTA
Subtotal Building Costs				\$29,043,230	
Public Perimeter/Remodeling	0.0%			\$0	
Design Contingency	12.5%			\$3,630,404	
General Conditions	8.0%			\$2,323,458	
OH/P	4.0%			\$1,161,729	
Development Costs	9.0%			\$2,613,891	
Total Costs				\$38,772,711	
Year 1				\$ 40,129,756	
Year 2				\$ 41,534,298	
Year 3				\$ 42,987,998	
Year 4				\$ 44,492,578	
Year 5				\$ 46,049,818	
Based on escalation of 3.5% per year.					

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees

FROM: Sheri Kyras

DATE: March 12, 2019

SUBJECT: Operational Contract with CIT Signature Transportation

BACKGROUND: CyRide has entered into four contracts with CIT Signature Transportation (CIT), spanning 2015 through 2019, to provide a portion of CyRide’s #21 Cardinal route with their fleet of transit-style buses and employees. The purpose of this contract was to assist CyRide, during its rapid expansion period, by providing buses and drivers through the operation of a portion of CyRide’s service to ensure that all service needs within Ames were met. Additionally, CyRide had outgrown its indoor bus storage and was beginning to park buses outdoors. A contractual relationship with a private operate was believed to minimize this infrastructure challenge.

CyRide currently has a two-year contract with CIT that will expire on June 30, 2019. Therefore, board members will need to determine if there is a desire to enter into a new contract with CIT or provide this service with CyRide’s resources.

INFORMATION: The following report will provide updated information regarding CyRide’s purpose for entering into a contract with CIT (fleet, facility and drivers), as well as the results of a customer satisfaction survey of #21 Cardinal Route riders, contractor versus CyRide cost comparison and explanation of the administrative workload created by an operating contract.

Fleet

Through CyRide’s expansion period from 2007 – 2016, CyRide’s fleet size increased by 39 buses. CyRide was not able to purchase a sufficient number of new buses through grants, so turned to procurement of used buses in good condition. This was a challenge to keep pace with the fleet growth and, as a result, put a strain on the Agency.

Since 2016, CyRide’s ridership has been declining from its record ridership levels, in conjunction with lower ISU enrollment. As a result, CyRide’s fleet has declined from its highest point of 102 vehicles to 89 buses. As a result, it has been able to keep the buses in the best condition to meet its ridership demand. **With its fleet of 89 buses, CyRide has the capability to increase its peak bus demand by two buses to operate service currently provided by CIT.**

Facility

As with the fleet during the expansion period, CyRide’s facility was not able to keep pace with its growth. CyRide completed a bus storage expansion project in 2013 to house fourteen buses which resulted in the addition being full from its opening date and buses still parked outside. Today, eighteen buses are currently parked outside at CyRide’s main facility at 601 University Blvd. with an additional 10 buses at its second, temporary, gravel lot in east Ames. **As the fleet size (89 buses) is not anticipated to increase whether CyRide operates the service or not, the impact on the facility will not change whether CIT or CyRide operates the service currently under contract with the private bus operator.**

Drivers

Since 2007, the average number of drivers employed by CyRide has grown by 50, from 92 to 142. This created a challenge for CyRide at a time when finding qualified drivers in an environment of low unemployment was difficult - creating a severe driver shortage. The chart below shows a snapshot of the number of “open” or unassigned driver hours over the past three years, for the first day of ISU’s Fall semester and also for a mid-February time period.

Number of Open Driving Hours

Time Period	2016-2017	2017-2018	2018-2019
First Day of Fall Semester	469.9	697.1	273.3
Mid-February	508.7	433.8	147.4

An improvement in the number of open hours began during the 2017-2018 year) highlighted in blue) and has been at a level CyRide considers to be a “full driver staffing level” ever since. A combination of a lower driver requirement to operate the CyRide 2.0 service; a concerted effort by its training staff to recruit more employees during the school year, as opposed to waiting until summer, and board policies to increase driver wages/benefits, have allowed CyRide to make significant strides in employing more drivers. **As a result, CyRide is in a position to once again be able to consider adding six additional driving shifts to operate the service under contract with CIT, without impacting its overall service level.**

Customer Satisfaction Survey

CyRide distributed a customer survey to Cardinal Route riders on CyRide and CIT buses the week of January 14, 2019. Approximately 1,000 surveys were distributed with 69 returned for a 6.9% return rate. This is a smaller return rate than in past years. The information below provides a brief summary of the survey results.

CyRide asked customers to rate, from “1” to “5” with a “5” rating being very satisfied and a “1” rating being least satisfied, how each of the bus services were operating on this route. The table on the next page provides an overall numerical rating with a “5” being the highest rating.

Question	CyRide	CIT
Overall Satisfaction	4.5	4.2
Driver Friendliness	4.5	4.3
Smooth Driving	4.3	3.9
Safe Ride	4.8	4.5
Driver Helpfulness (Answers Questions)	4.7	4.3
Bus Being On-Time	4.1	4.1
Cleanliness of Bus Exterior	4.5	4.3
Cleanliness of Bus Interior	4.4	4.2
Space Available on the Bus (Seated/Standing)	4.0	4.0
Availability of Wheelchair Lift	4.7	4.5

Each service received at least a 4.0 rating on all characteristics with one exception regarding smooth driving by CIT. However, the overall results of this survey were positive for each provider, with passengers slightly more comfortable with CyRide service.

Overall Cardinal Route Service Rating/Recommend Service to A Friend

Respondents rated the Cardinal Route service, in total, as follows:

Excellent	37%
Very Good	37%
Good	22%
Below Average	2%
Poor	2%
Very Poor	0%

Over 96% of the survey respondents rated the service as “Good” or better, which is lower than last year’s survey at 98%. Also, 94% of respondents indicated that they would recommend service to a friend, as opposed to 99% last year. With no changes to the service under CyRide 2.0, this is the first year that any customer has rated the service at “poor.” In summary, customer’s satisfaction responses have decline slightly from last year’s record, positive response. Staff believes this is attributed to earlier distribution of the survey in January, when the weather was challenging, versus April, when weather is not a significant factor.

Contractor Versus CyRide Cost Comparison

CIT’s current contract cost to provide two pieces of work per day (8.2 and 11.1 hours) is \$1,706, which is equivalent to \$88.39 per bus per hour. CyRide’s fully allocated cost has been calculated at \$86.00 per hour, with its direct cost of operation approximately \$56.37

per bus per hour. The 2019-2020 budget reflects a \$56.37 per hour cost for this portion of its service. **If a new contract was developed with CIT and assuming no increase in a contract rate for next year, CyRide would incur a budget deficit.**

Administrative Workload

To administer an operating contract according to the Federal Transit Administration (FTA) regulations, a transit system must not only competitively bid the work and complete contracts in FTA's format, it must also closely monitor the contractor. Specifically, it requires the contractor to "stand in the shoes of the transit system," which means that CyRide must ensure employment practices; training; field observation; Drug & Alcohol testing/policies, etc. are meeting CyRide and FTA standards. **Contracting requires a significant amount of staff time to administer/monitor and mistakes can happen that CyRide is held responsible for in federal reviews.**

The Transit Board of Trustees must decide whether entering into a new contract would benefit CyRide, and if so, the contracting period desired (2, 3 or 5-year contract) or whether CyRide should return to providing this service to its customers.

ALTERNATIVES:

1. Do not contract with a private bus operator on the #21 Cardinal Route for the next school year and directly operate all services on this route.
2. Direct staff to prepare a new Request for Proposal to receive bids on service contracting on the #21 Cardinal Route, for a board-determined contract period.

RECOMMENDATION:

The Transit Director recommends approval of Alternative #1 to directly operate all services on the #21 Cardinal route beginning with the Fall 2019 ISU semester. In reviewing the reasons for entering into a contractual relationship, the driver shortage, lack of buses and storage spaces issues no longer exist and the additional cost and administrative workload do not seem to justify entering into a new contract. This recommendation does not reflect a performance issue as CyRide staff is pleased with the work of CIT Signature Transportation and their staff has been extremely responsive when notified of required changes or operational issues.

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees
FROM: Sheri Kyras
DATE: March 12, 2019
SUBJECT: Intermodal Facility Tenant Lease – Jefferson Lines

BACKGROUND: Under the approved Intermodal Facility operating agreement between the City of Ames and Iowa State University, CyRide staff is charged with negotiating leases for the terminal area of the building. In 2016, staff prepared a three-year agreement for Jefferson Lines and Burlington Trailways that expires June 30, 2019. Their service began operating from the Intermodal Facility on July 1, 2012.

INFORMATION: Over the last few months, staff has worked with Jefferson Lines to negotiate a new five-year lease agreement that will provide shared office/waiting room space for Jefferson Lines and Burlington Trailways. In discussion, both parties are pleased with the tenant arrangement, and therefore, believe a longer term agreement will provide more stability to the facility and their operations. In negotiating a new lease agreement, the following contractual issues were modified in the new lease agreement.

- **Section 1.1** – Contract reference date
- **Section 1.3** - Contract start and expiration dates
- **Section 1.3, 1.4 and 3.2** - Exclusion for statements about a contract extension as a 5-year contract is the maximum allowed by the Federal Transit Administration; first year lease rate; addition of Section 1.4(c) regarding the basis for annual increases, as it was in first few contracts, but inadvertently removed in the last contract.
- **Section 1.4** – Addition of Producer Price Index (PPI) as the method to based lease rate changes (This was inadvertently omitted in previous contract versions)
- **Section 5.4** - Addition of Arbor Street to excluded streets in traveling to the facility
- **Section 17.1** – Removing current Director as CyRide contract person; correcting address

There will be a 2% price increase for the 2019-2020 budget year, with annual re-evaluation each year through the term of the new agreement to set lease rates based on the change in the Producer Price Index.

The summary on the next page highlights the contract terms, with the items highlighted in red indicating a change in the new contract.

1. **Basic Provisions –**
 - Official designation of the parties to the agreement
 - Definition of exclusive and common areas as well as the address and suite number
 - Facility is available 24/7
 - Lease starts on July 1, 2019 and expires June 30, 2024. (Discussions about the renewal would start in January of each year.)
 - \$1,175 per month lease rate, including \$200 in utilities with Producer’s Price Index used to calculate the increase each year. Rent would be paid to ISU’s Parking Division Manager.
 - **Exclusion of renewal options.**
 - Two parking spaces will be provided, one at no cost, with the second one at the covered annual permit rate.
 - **Add of PPI as the method of modifying the lease rate.**
2. **Premises –** That the estimated square footage determines the rent, that the tenant is responsible for furnishings and that alterations must be approved by ISU’ Parking Division Manager.
3. **Term -** ~~Original year plus two extensions are possible. If extensions are taken, all original terms of the agreement still are in force.~~
4. **Representations and Warranties -**
 - CyRide/City is the sole owner of the facility and has the right to enter into the agreement
 - That there are no planned widening of streets in the vicinity
 - That there is no condemnation, eminent domain issues, lawsuits or mechanical problems with the facility and that there are no other agreements that would impact their business.
5. **Use –**
 - That they will use the facility for its intended purpose
 - That there are no hazardous materials, asbestos or environmental issues that would impact their business
 - That it will comply with any future laws that impact use of the space
 - That is will provide documents as requested within 10 days after receipt
 - That it will notify CyRide if there is any pending legal action against their Company
 - It will enter the facility from Sheldon Ave. and exit on Hayward Ave. to Lincoln Way – **Add prohibition of Arbor Street**
6. **Maintenance and Repairs: Improvements, Additions and Alterations –** Jefferson will keep the facility clean and orderly, that it will repair, at its cost, any damage created by its employees or customers.

7. Insurance and Indemnity –

- CyRide/City of Ames is insured against all risk for full replacement cost
- Jefferson will have a comprehensive general liability policy for its premises of single limit liability of \$1 million per occurrence, provide a certificate of insurance to CyRide and a new one upon its expiration, and that, not maintaining this insurance is a material default of the contract. City of Ames, CyRide, ISU and Board of Regents will be named on coverage as additional insureds.
- Tenant will have a personal property policy for the premises for full replacement cost value. The landlord has no obligation to insure and no liability for personal property.
- Tenant will have an automobile insurance policy for \$1,000,000 combined single limit for owned, leased, unowned, hired or employee's vehicles.
- Tenant will have worker's compensation and employer's liability for Coverage A and B in the amounts listed in the lease.
- Insurance companies providing the coverage will have AM Best Rating of A-VII.
- Each party indemnifies the other for actions of negligence or wrongful acts of its employees. ISU, Board of Regents and State of Iowa are added to this provision. Jefferson/CyRide will provide their own legal counsel to defend against a claim filed against their firm/agency.
- Each party agrees to discharge the other from claims, losses and liabilities covered under third party insurance. This provision delineates the situations under which this could occur.

8. Damage or Destruction – If the facility is damaged or destroyed, Jefferson will repair or restore the premises with reasonable promptness and diligence. Rent will be abated during this time period. If CyRide does not start repairs within 30 days or is not completed within 90 days, the lease can be terminated.

9. Real Property Taxes – CyRide will pay any real estate taxes due.

10. Assignment and Subletting – Jefferson may not sublease the space without written approval from CyRide and can only be subleased to another Over-The Road carrier.

11. Termination for Convenience – Tenant or landlord can terminate the lease when it is in their best interest with 90 days notice in writing.

12. Default; Breach; Remedies –

- Lists events that would constitute a default: Non-payment of rent, not abiding by lease agreement, subleasing space without approval, receivership, seizure of assets, liens.
- CyRide has the right to remove Jefferson's property, control the leased space and can relet the space.
- CyRide defaults if, upon notified by the Jefferson, it fails to meet any terms of the contract within 30 days unless the remedy would take longer than 30 days. The contract lists the remedies for the tenant – cure the default itself and deduct cost from rent or terminate the lease.

13. Severability – The invalidity of a lease provision does not affect the remainder of the contract.

14. **Conditions Precedent** – Contract obligations do not start until CyRide receives a certificate of occupancy. If this is not received by August 1, 2012, Jefferson can terminate the contract.
15. **Time of Essence** – Contract obligations must be addressed as quickly as possible.
16. **Rent Defined** – All monetary obligations in the contract are defined as rent.
17. **No Prior or Other Agreements** – The contract is the entire agreement.
18. **Notices** – All notices to either party must be in writing and delivered to the individuals identified in the agreement to reflect Transit Director not an individual.
19. **Waivers** – If CyRide waives a default of the contract, this does not mean other defaults are waived. Also, acceptance of rent does not waive the default.
20. **Holdover** – If the contract expires and tenant remains, a month-to-month rent can be charged.
21. **Cumulative Remedies** – Remedies can be cumulative.
22. **Covenants and Conditions** – All contract provisions are both covenant and conditions.
23. **Binding Effect; Choice of Law** – Binding on all successors or representatives and any possible litigation will be in Story County.
24. **Attorney's Fees** – If litigation occurs, the prevailing party is entitled to reasonable attorney's fees.
25. **Landlord's Access; Repairs** – CyRide or ISU Parking Division can enter Jefferson's space for reasons listed.
26. **Signs** – Jefferson can put signs in the facility with permission of CyRide.
27. **Quiet Possession** – If Jefferson abides by the terms of the contract, CyRide will not interfere with its business.
28. **Performance Under Protest** – Jefferson can pay rent under protest and file suit to recover the full amount.
29. **Authority** – Jefferson confirms that its representative is authorized to sign the lease.
30. **Conflict** – Handwritten/typewritten changes prevail over the printed version of the contract.
31. **Offer** – The contract is not binding until all parties have signed the agreement.
32. **Amendments** – Requires written amendments with all parties signing.
33. **Multiple Parties** – If more than one contact is identified for a party, the actions of one bind the other.
34. **No Interpretation Against Drafter** – It is a legally binding document and each party has consulted with legal counsel; however, CyRide's crafting of the contract provisions does not mean that it is binding and an attorney has drafted its terms.

The agreement has been reviewed and approved by:

- City of Ames Legal Counsel and Risk Manager
- ISU's Project Manager for the Intermodal Facility
- Jefferson's regional manager and Legal Counsel

ALTERNATIVE:

1. Approve the Ames Intermodal Facility Commercial Tenant five-year lease with Jefferson Partners.
2. Direct staff to renegotiate a lease with Jefferson Partners with board direction on items to be renegotiated.
3. Do not approve a lease with Jefferson Partners for space within the Ames Intermodal Facility.

RECOMMENDATION:

The Transit Director recommends approval of Alternative #1 to enter into a five-year contract with Jefferson Lines for space within the Ames Intermodal Facility. One of the two main purposes of the Ames Intermodal Facility was to coordinate transportation services within a single location. This agreement allows for this coordination to continue at a rate and terms that are competitive in the Ames market.

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees

FROM: Sheri Kyras

DATE: March 12, 2019

SUBJECT: Surface Transportation Block Grant (STBG) Program Funding 2022-2023

BACKGROUND: The Ames Area Metropolitan Planning Organization (AAMPO) receives approximately \$1.4 million each year for transportation capital projects within the greater Ames community through the Surface Transportation Block Grant Program (STBG). Eligible capital projects include street improvements, traffic signalization, **transit capital**, bike paths, and other transportation enhancement projects. Projects selected for this funding, and approved in the AAMPO's Transportation Improvement Program, could receive up to 80% federal funding. The Ames Area MPO has approved CyRide's previous three requests (FY2020 – FY2022) of \$225,000 in federal funding for new bus capital.

The AAMPO is currently soliciting grant applications for STBG funding for the 2022-2023 (FY2023) budget-year, which are due March 31, 2019. The AAMPO is requesting applications a few months earlier this year as the MPO is required to submit all STBG applications to the Iowa DOT for an eligibility review. The AAMPO will consider requests for this funding at their mid-May 2019 Technical Committee meeting and subsequent Policy Committee meeting.

INFORMATION: CyRide has identified the need for new bus purchases in the last several years of its Five-Year Capital Improvements Plan (CIP); however, sources of funding have yet to be identified in the latter years of this document. Therefore, STBG funds would provide a funding source for new buses in the CIP in 2022-2023, representing a fourth year of commitment to bus capital under this federal program. Therefore, CyRide's 2022-2023 request could be for \$225,000 in STBG funding (approximately 15% of the program's total allocation) for a fourth year of funding for the purchase of buses. If approved, this funding would allow CyRide to upgrade a 40' bus to an articulated bus (estimated at a cost of \$200,000 to \$225,000 more).

CyRide staff is seeking direction on submitting a request to include CyRide's bus project for consideration in the AAMPO's 2022-2023 STBG project selection process.

ALTERNATIVES:

1. Approve a grant request of \$225,000 in bus capital funds from the Ames Area Metropolitan Planning Organization in STBG federal funds for the 2022-2023 year.

2. Approve a grant request for a board-directed dollar amount from the Ames Area Metropolitan Planning Organization in STBG federal funds for the 2022-2023 year.
3. Do not make a grant request for bus capital funds from the Ames Area Metropolitan Planning Organization in STBG federal funds for the 2022-2023 year.

RECOMMENDATION:

The Transit Director recommends approval of Alternative #1 to approve a request for \$225,000 in federal STBG federal funds from the AAMPO. Transit funds are an eligible item in the federal funding program and sources for new bus funding for CyRide are limited. This will allow the transit system to better manage its average fleet age, which is currently at 11.4 years, whereas the national average is approximately 7.7 years.

Transit Director's Report

March 2019

1. Radio System Funding Shortfall

It was hoped that staff would have the results of the Volkswagen Settlement grant awards prior to the special March Board meeting, as the savings from a possible award could lead to a different staff recommendation. The Iowa DOT has not made/publicized their decision to-date, so this issue will be added to the April Transit Board meeting.

2. Automated Annunciator Project

Included in the Capital Improvement Plan (CIP) is a multi-year technology project to install equipment on CyRide buses that will automatically announce the next bus stop location using GPS data. Staff recently completed a demonstration project of the annunciator equipment compatible with CyRide's current GPS vendor (NextBus) on four buses. While improvements were made by the vendor during the project, staff has determined that the Annunciator equipment will not be a good, long-term solution for CyRide. In the meantime, NextBus has indicated that some of the current GPS vehicle locator equipment on the buses will not be supported after December 31, 2019. Therefore, staff is proceeding to combine these two projects and request bids for both systems. CyRide's CIP includes \$400,000 in the current year for these two projects and another \$550,000 in the 2019-2020 budget, which begins July 1, 2019.

3. CyRide Ridership

Several situations have occurred over the current year, which have significantly impacted the number of riders CyRide has carried as follows:

- **ISU Enrollment** – The number of students attending ISU this year declined by 1,001. For every student enrolled at ISU, there is an average of 167 trips provided. The estimated net impact to ridership is a reduction of 167,167 rides.
- **Longer Winter Break** – The break between fall and spring semester is typically three weeks. This year, it was four weeks. While the spring semester will end later, this difference will impact CyRide as more rides are taken in the winter months than the spring. It is estimated that CyRide provided 50,600 fewer rides as a result of this situation.
- **Cancellation of Classes** – Due to the severe cold weather in January, ISU cancelled classes for 2 ½ days. The net reduction in rides due to this situation is estimated at 82,800.

These situations are in addition to the trend of fewer rides (reduction of 1.5% per year for the last two years) as a result of the community's demographic changes with more student housing in the camptown area (walkable).

As a result of these situations, it is estimated that CyRide's ridership could be significantly lower this year, possibly closer to 6.1 or 6.2 million versus the 6.5 million rides provided last year. This lower ridership could have an impact on the amount of state formula funding and Small Transit Intensive Cities (STIC) federal funding CyRide receives in the 2020-2021 budget year.

April

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
	1	2	3	4	5	6
7	8	9	10	11 Transit Board Mtg. 4:15pm (does it need to be moved)	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30			2019	