

AMES TRANSIT AGENCY BOARD OF TRUSTEES
CYRIDE CONFERENCE ROOM

April 11, 2019

1. CALL TO ORDER: 4:15 P.M.
2. Approval of March 12 and 15, 2019 Minutes
3. Public Comments
4. State Grant & Public Transit Infrastructure Grant (PTIG) Grant Application
5. FY2019 Low and No Emission Grant Program Application – Electric Buses
6. Intermodal Facility Tenant Lease - Executive Express
7. Operational Contract with CIT Signature Transportation
8. CyRide Bus Lifts Replacement Project Close-Out
9. American Public Transit Association “Get on Board Day”
10. Interim Transit Director’s Report
11. Set Spring/Summer Meeting Dates/Times:
 - May 9, 2019, 4:15 PM
 - June 13, 2019, 4:15 PM
 - July 11, 2019, 4:15 PM
12. Adjourn

AMES TRANSIT AGENCY BOARD OF TRUSTEES

AMES, IOWA

March 12, 2019

The Ames Transit Agency Board of Trustees met on March 12, 2019 at 4:15 p.m. in CyRide's Conference room. President Bibiloni called the meeting to order at 4:17 p.m. with Trustees Cain, Jeffrey, Schainker, Bibiloni, and Schrader present.

Public in Attendance: Cathy Brown and Sarah Lawrence, ISU Facilities Planning & Management, John Grzywacz with Central Iowa Transit (CIT), and Trent Taglauer, ISU student.

Approval of February 14, 2019 Minutes: Trustee Jeffrey made a motion to adopt the February 14, 2019 transit board minutes as presented and Trustee Schrader seconded the motion. (Ayes: Five. Nays: None.) Motion carried.

Public Comments: Director Kyras shared an email addressed to board members, which she indicated was received that morning from Julie Weeks, Ames Convention & Visitors Bureau.

Trustee Nelson arrived at 4:20 P.M.

Facility Site Study: Director Kyras recapped board discussions from the past two board meetings indicating that the possible second facility sites had been narrowed to the top two sites. She introduced Ryan Carter from ASK studios, indicating he would be assisting with the presentation.

Director Kyras presented the construction cost estimate for the top two sites - #17 and #13, as displayed in the board material. She indicated that three budget had been prepared – Architect's Estimate (best option for a second site), Max Budget Driven (based on local share CyRide currently had available), and Full Build (all operations located at the new site). She indicated that Site #17 was approximately \$131,680 - \$400,000 less over the three budgets due to lower utility costs at this site versus Site #13. Site #13 would require a septic and lagoon system to support CyRide operations.

Ryan Carter explained that the Max Budget Driven budget included a basic building, with a lower level of finishes and fewer functions able to be accommodated at the site. Director Kyras indicated that under this budget option, the second facility functioned as a storage building only, as opposed to a fully-functioning second site.

Director Kyras and Ryan Carter then explained the challenges and benefits of each site. Director Kyras then explained that the Max Budget Driven estimate was based on a total project cost of \$6.3 million dollars and that an explanation of how staff arrived at this figure would be discussed later in the report.

Director Kyras then explained the operating cost analysis that CyRide staff had completed. She explained the assumptions included in the analysis – articulated and electric buses housed at the second site, not operating from the second site during evenings, weekends and summers. She then explained that the operating costs were divided into two categories – staffing/insurance /utilities and incremental deadhead costs. Based on this analysis, the staffing, insurance/utility costs were estimated to be the same for both sites; however, Site #17 was approximately \$10,000 per year less expensive to operate from.

Director Kyras then provided a side-by-side comparison of the two sites with the analysis completed on each site to-date. She summarized this comparison indicating that from staff’s perspective site #13 was easier to operate from, but that Site #17 was most cost effective considering its initial construction and annual operating costs.

Director Kyras then provided information regarding grant opportunities and financing needed to construct a second site. She explained that there were two federal grants, BUILD and Bus & Bus Facilities, available to provide approximately 75% of the cost of a new facility, if awarded a grant. She detailed the requirements of each grant. She then explained the two sources of local dollars to match these grants – operating closing balance committed by the Board to a new facility (\$715,166) and uncommitted operating closing balance above the Board-required 10% that could be committed to a new facility (\$647,880 as of June 30, 2018 and \$897,880 anticipated at June 30, 2019). She indicated that, in-total, approximately \$1.3 million dollars could be committed to a federal facility grant.

Director Kyras then explained the four options in moving forward at one of the two top sites – BUILD Planning Grant, BUILD Construction grant, Site Selection/FTA Requirements (using local dollars) or to table action at this time. She also explained that staff would not recommend developing an application for the Bus & Bus Facilities grants as the awards were less than CyRide would need and it could compete with CyRide’s Low-No grant application for its electric bus project.

She briefly explained the activities that would be included in each option. BUILD Planning grant would include:

- Two real estate market analysis
- Environmental analysis (NEPA)
- Land purchase
- Preliminary building design

She indicated that the total cost of this option is approximately \$600,000, requiring approximately \$150,000 in local dollars, leaving approximately \$500,000 to \$750,000 uncommitted in the operating closing balance above 10%.

The BUILD Construction grant would include:

- Final Design
- Construction

She indicated the total cost of this option was based upon the maximum local dollars available at this time for a total budget of approximately \$6.3 million dollars, requiring \$1.3 million in local share and leaving approximately \$200,000 uncommitted in the operating closing balance above 10%. The Director then briefly shared the activities and timeline for this construction project, indicating, that in a best case scenario, a second facility could be constructed in four years.

Third option of choosing a site and completing the federal requirements needed to proceed forward using local dollars only, would require the following activities:

- Two real estate market analysis
- Environmental analysis (NEPA)

She indicated that the total cost of this option is approximately \$95,000 in local dollars, leaving approximately \$550,000 to \$800,000 uncommitted in the operating closing balance above 10%.

She indicated that the fourth option was to table action at this time under the belief that additional funding would need to be secured to proceed forward. Director Kyras also shared the benefits of each option.

Director Kyras indicated that two actions would be needed by the transit board at the meeting. The first on either selecting a “preferred” and “secondary” site or tabling action at this time and the second on which of the four next step options the board desired. She indicated that staff’s recommendation on a “preferred” site was #17 due to it lower initial and on-going costs.

Trustee Cain inquired about the timeframe to receive an approved site by FTA. Director Kyras indicated that staff could receive FTA’s “unofficial” opinion based on a site review within a few months, but that the environmental/historical analysis would need to be completed before a more formal assessment was made by FTA. She indicated this could take up to 6-9 months. Trustee Cain asked about when the Planning Grant’s availability notice might be released. Director Kyras indicated that typically they are released in early summer.

Trustee Schainker shared his thoughts that \$6.3 million was needed to construct a very minimal facility, as opposed to a fully functioning second site at a cost of \$10 million dollars. He indicated that the \$10 million dollar option would work best for CyRide.

Director Kyras further shared that coordinating a facility for CyRide and HIRTA could strengthen a BUILD grant in that it emphasized multijurisdictional projects. She indicated that the BUILD planning grant would allow more time for their CyRide and HIRTA to have discussions about partnering in one location. There was a board member discussion on CyRide versus HIRTA local share needed.

Cathy Brown shared her preference for a planning grant, indicating it allowed for additional time to consider the sites.

Director Kyras shared her thoughts about the two sites, indicating that securing the land for a grant application could be less difficult on Site #13 where the ISU Foundation owned the land. She indicated it might allow for additional options to be considered, such as only a letter committing the land if a grant was awarded, as opposed to purchasing the land, as would be required with Site #17.

Trustee Cain asked if CyRide could “tag team” grants by working through the planning grant at the same time as requesting a construction grant. Director Kyras indicated that the federal government would most likely not fund a construction grant if the planning grant was not completed.

Trustee Nelson shared a concern regarding the zoning and City’s Land Use Policy Plan, indicating that Site #17 would require a reclassification of both; where Site #13 was already zoned and in the Policy Plan as industrial. He indicated that the need for reclassification could be an issue.

Director Kyras shared her perspective that Site #13 would be easier for CyRide to operate from; however, the utility issues at this site created additional cost. She indicated that it was possible to have further discussions with city and Boone County officials regarding future utility plans to determine if Site #13 costs could be reduced. It was pointed out that the operating costs staff had prepared did not include on-going costs to maintain the septic and lagoon systems, only their initial construction costs were included in ASK Studio’s estimates.

Trustee Nelson asked if Site #17 was purchased, whether the costs provided by staff included its expenses to own the site before construction was initiated. Director Kyras indicated that these costs were not included in the estimates provided.

Trustee Cain asked for clarification on a scenario where CyRide purchased the land and was not able to receive grant funding. Director Kyras indicated that CyRide would need to either sell the land or wait until a grant was received.

Director Kyras shared her thoughts that there was not a perfect “preferred” site location, indicating that there were concerns with both sites; however, once constructed, the ongoing costs at Site #17 would be less.

Director Kyras shared the options regarding site selection - choosing one site over the other as the “preferred” and “secondary” sites or, if board members are not comfortable moving forward at the meeting, the discussion could be tabled until a future meeting.

Trustee Jeffrey shared her thoughts, indicating that CyRide may not receive a planning grant, but that she believed CyRide had a good “story to tell” with 18 buses sitting outside in cold weather and being a small urban area. She indicated her preference to try for the BUILD planning grant.

Trustee Schrader indicated that, from a student’s perspective, spending CyRide’s/student’s limited dollars on constructing and maintaining lagoons and septic systems was not a direction he was comfortable with.

Trustee Cain suggested reaching out to the FTA to see if other transit systems had submitted a planning grant.

Director Kyras shared the timing of a planning grant, indicating it could be spring 2020 before awards were made; which would give CyRide time to further explore the site utilities of both sites with the city and county.

Director Kyras explained the four “preferred site” alternatives, and based upon which alternative they chosen, the next step alternatives for each.

President Bibiloni shared his thoughts that he believed the board was leaning toward alternative #4 for the “preferred’ site option, to table discussion at this time as additional questions should be addressed.

Trustee Cain inquired about how the FTA would address a scenario where both sites were included in a grant application. Director Kyras indicated that they most likely would view this as the local government not being ready to move forward at that time and it would be less attractive to fund.

Cathy Brown, ISU Facilities, inquired about the local share required for either grant. Director Kyras indicated that the FTA Director had indicated that the local share amount (20% versus 50%) is dependent the size of an applicant’s community. She indicated that 50% might be required from a Chicago system versus 0% from a rural bus operator.

Trustee Schainker inquired about a scenario – If the grant indicated Site #13, but a year later, after further study, Site #17 was the best option, could CyRide switch sites under the grant? Director Kyras indicated that her belief was that if CyRide had used federal funding on Site #13, we would need to pay back the funds if CyRide switched to Site

#17. However, if federal funds had not been spent, she believed that FTA could be amenable to using the grant funds on a different site.

Trustee Schainker said that his “preferred” site selection would be alternative #2 for Site #13 and for Site #17 as the “secondary” location. Further, that he would choose “Next Step” Alternative #2 to submit a BUILD Planning Grant. He also indicated a desire to complete additional research on the utilities at Site #13 while waiting for the grant award results.

Trustee Schainker made a motion to select Site #13 as the “preferred” site and second, to apply for the BUILD planning grant and third to complete an analysis on the utilities, water, sewer, with the City and maybe county, while waiting for the grant results. Trustee Cain seconded the motion. (Ayes: Six. Nays: None.) Motion carried.

Operational Contract with CIT Signature Transportation: Director Kyras provided background on CyRide’s contractual relationship with CIT Signature Transportation in the past. She indicated that that board had, most recently, approved a two-year contract with possible extensions and that the current year was the second year of the contract. She then shared the purpose of the latest contractual relationship that led to contracting with CIT – driver shortage, bus shortage, facility space issues – and updated board members on CyRide’s current situation with each, indicating that each issue would no longer be impacted if the service was operated by CyRide.

Director Kyras then shared the results of the recent customer satisfaction survey completed in January 2019 regarding both CyRide and CIT’s performance on the #21 Cardinal route, followed by a cost comparison of CyRide versus CIT’s cost to operate the Cardinal route service. She ended her report with a discussion of the FTA’s requirements and staff time required to comply with the federal monitoring requirements of contracted services, as well as CyRide’s risk. She indicated that, as a result of the information provided, staff’s recommendation was to cancel the contract and not extend or enter into a new contract with CIT.

John Grzywacz, CIT owner, shared his thoughts on the contract. He indicated that he desired to continue a contractual relationship with CyRide and that both organizations had, had a strong history of coordination in the past. He indicated that he had shared his thoughts in two emails to board members over the past several months and that Julie Weeks, from the Ames Convention and Visitor Bureau, also offered her support of this contract. He then discussed his thoughts on several issues, such as the cost comparison and the benefits to the community of continuing the contract.

Trustee Cain asked Mr. Grzywacz for further clarification on how CyRide’s contract benefits the community events. He indicated that CyRide’s contract allows him to be able to operate transit-style buses in the community for other events. He indicated that he could not maintain this fleet of buses without the CyRide contract as he could not

pay for the direct and indirect costs of these vehicles on the revenue generated by just the event service.

Rob Jennings, CyRide's Scheduler/Budget Analyst, indicated that he estimated that CyRide would need to expend \$100,000 more to provide the service under contract with CIT versus CyRide's cost to operate the service. He indicated that the 2019-2020 budget did not include this additional \$100,000.

Trustee Schainker shared his concern regarding the additional \$100,000 cost, but indicated he also understood the community benefit of being able to utilize these buses for events. He asked if there were additional outside revenue sources to fund this CyRide deficit.

Trustee Jeffrey asked how service was provided for Odyssey of the Mind before and Director Kyras said that CIT had provided this service using their fleet of school or charter buses. Mr. Grzywacz said that the Ames Convention and Visitor Bureau's preference is for him to operate the transit-style buses on the event service as they disliked using school buses and the price of motor coaches is cost-prohibitive.

Mr. Grzywacz said he had no doubt that this is a difficult decision for the board, but asked board members to consider the connectivity throughout the community.

Board members asked about the timing of this decision. Director Kyras indicated that it could be delayed as long as June before making a final decision.

President Bibiloni shared his thoughts, indicating that he could not justify the additional cost for the same service level. He was concerned about student fees being used to help subsidize community event service, which did not benefit students.

Trustees Cain and Schainker said if the service is important to the Ames Convention and Visitors Bureau, that the ACVB might be able to help fund CyRide's \$100,000 deficit to operate the service each year. They suggested not voting on a contract at the meeting, which would allow staff time to meet with the ACVB to discuss funding options.

Motion by Trustee Cain that the transit board table discussion on the CIT contract until CyRide staff has had an opportunity to speak with the Ames Convention and Visitors Bureau (ACVB) to see if they would be willing to partner and fund the budget deficit. Trustee Schainker seconded the motion. (Ayes: Six. Nays: None.) Motion carried.

Intermodal Facility Tenant Lease – Jefferson Lines: Director Kyras explained CyRide's responsibilities for tenant leases at the Ames Intermodal Facility. She shared that this lease was expiring on June 30, 2019. She then indicated the changes in the new proposed contract with Jefferson Lines - a five-year contract, language regarding the

Producer Price Index, exclusion of Arbor Street as a route to the facility and date changes. She stated that the tenant rate increased 2% for next year.

Trustee Cain asked for further explanation of the PPI. Director Kyras explained the methodology used to calculate an increase in the contract, stating that the contract included a maximum annual increase of 3%. She indicated that the PPI increase was 4% this past year. A discussion on the appropriate percentage increase ensued.

Trustee Cain asked whether a PPI of 4% and setting a lower rate at 2% set precedence. Director Kyras shared that historically, the PPI has never been this high, and that she believed setting the rate at the maximum 3% could cause tenants to decide to not lease space at the facility. Trustee Schainker shared his thoughts, indicating that historically the increase has been around 2%.

Trustee Jeffrey made a motion to approve the Ames Intermodal Facility Commercial Tenant five-year lease with Jefferson Partners. And Trustee Nelson seconded the motion. (Ayes: Six. Nays: None.) Motion carried.

Surface Transportation Block Grant (STBG) Program Funding 2022-2023: Director Kyras shared past board action in requesting STBG funding from the Ames Area Metropolitan Planning Organization (AAMPO), indicating that CyRide has received \$225,000 per year for the last three years to assist in purchasing buses. She indicated that this funding would help CyRide achieve its goal of purchasing four additional articulated buses to operate on the #23 Orange route, as these vehicles are more costly.

Trustee Cain made a motion to 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. Trustee Jeffrey seconded the motion. (Ayes: Six. Nays: None.) Motion carried.

Transit Director's Report:

1) Radio System Funding Shortfall: Director Kyras told the transit board that she had hoped to have the results of the Volkswagen grant award for this meeting; however, these awards had not been made. She indicated that this information was needed to identify all possible funding options. She indicated that this issue would be included on the April or May transit board agenda.

2) Automated Annunciator Project: Director Kyras indicated that CyRide staff was working on a multi-year technology project to install annunciators on buses to announce the next bus stop location as a demonstration project and recently completed this demonstration project, but was not satisfied with the product. Additionally, staff was informed that its current GPS vehicle locator equipment will not be supported after December 31, 2019. CyRide staff will combine these two

projects and distribute a Request for Proposal (RFP) for a combined technology project.

- 3) **CyRide Ridership:** Director Kyras shared her thoughts on CyRide’s current year ridership, indicating that ridership would be substantially lower due to several unique situations this current year – declining ISU enrollment, longer winter break, cancellation of classes in January and ridership decline due to land use changes. As a result she anticipates CyRide ridership could be between 6.1 and 6.2 million riders this year compared to 6.5 million last year. She indicated this large ridership decline could have an impact on future federal and state funding.

Trustee Items:

Trustee Schainker stated that with Sheri Kyras’ retirement March 29, 2019 and until the director selection process is completed, the transit board will need to appoint an Interim Director. Trustee Schainker recommended appointing Barbara Neal to the interim position.

Trustee Schainker made a motion to hire Barbara Neal as the Interim Director at an annualized salary of \$118,000 beginning April 1, 2019 until a Director is hired. Barbara Neal will work with management staff and following the IPERS guidelines, plans are to hire Sheri Kyras as a consultant to provide the best service through the interim period. Trustee Schrader seconded the motion. (Ayes: Six. Nays: None.) Motion carried.

Next Meeting Dates/Times:

- March 15, 2019 – noon – Conference Call
- April 11, 2019 – 4:15 pm – potential short meeting – could be a conference call
- May 9, 2019 – 4:15 pm
- June 13, 2019 – 4:15 pm
- July 11, 2019 – 4:15 pm

Adjourn: Trustee Jeffrey made a motion to adjourn the meeting and Trustee Cain seconded the motion. The meeting was adjourned at 6:33 P.M. (Ayes: Six. Nays: None.) Motion carried.

Juan Biloni, President

Joanne Van Dyke, Recording Secretary

AMES TRANSIT AGENCY BOARD OF TRUSTEES

AMES, IOWA

March 15, 2019

The Ames Transit Agency Board of Trustees met on March 15, 2019 at noon via Conference call. President Bibiloni called the meeting to order at 12:04 p.m. with Trustees Cain, Nelson, Bibiloni and Schrader present. Absent: Trustees Jeffrey and Schinker.

Public Comments: No public comments were received.

Construction Bids/Award – CyRide Bus Wash: Assistant Director of Operations, Barbara Neal, explained that the first bid placed on the agenda was for replacing CyRide’s existing bus wash system. She explained that CyRide’s current equipment was 15 years old and past its expected 10-year useful life. She indicated that the bids were released on February 13, 2019, with bids due March 13, 2019. Further, she explained that CyRide had included this purchase in the 2019-2020 Capital Improvement Plan (CIP) at an estimated cost of \$646,303. Funding for this project was secured from an 80%-funded Public Transit Infrastructure Grant (PTIG) and 20% local match. She indicated that the bids closed at 2:00 p.m. on Thursday, March 14, 2019 with three bids received. She indicated that the low base bid of \$500,000 was received by HPC, L.L.C. of Ames, Iowa, which included the CyRide Bus Wash Renovation base bid and six add alternates at a total cost of \$617,300.

Trustee Cain made a motion to award a contract to HPC, L.L.C. of Ames, Iowa for the bid amount of \$617,300 (base bid plus six alternates). Trustee Nelson seconded the motion. (Ayes: Four. Nays: None.) Motion carried.

Construction Bids/Award – CyRide Bus Turnaround: Assistant Director Neal shared that CyRide has two bus turnarounds - California and Ontario and at the Middle School. She indicated that both are beyond repair due to the daily wear and tear of turning buses over the years. The Capital Improvement Plan (CIP) includes a total of \$135,000 in two budget years (2017-2018 and 2018-2019) for the replacement of these two turnarounds. Request for Bids for this project were also distributed on February 13, 2019, with bids due March 14, 2019 at 2:00 p.m. Four bids were received for the project.

Assistant Director of Fleet & Facilities, Rich Leners, shared that an issue had surfaced during the bidding process that would not allow for the Middle School turnaround bids to be considered. He indicated that the issue would be turned over to the City’s Legal Department to address regarding CyRide’s ability to modify the current turnaround. Further, he shared that as a result of this issue, CyRide staff is recommending that only the bid for the Ontario and California turnaround be

awarded to Jensen Builders, Ltd for \$47,000 as they provided the low bid and that the bid for the Middle School turnaround be rejected at this time and rebid at a later date. Further, he indicated that additional funds would be held in reserve for a contingency budget for the Ontario & California turnaround, with the balance held in reserve.

Trustee Cain asked for further clarification regarding the issue with the Middle School turnaround. Asst. Director Leners shared, that through the bidding process, a question regarding the original drawings for the turnaround was raised. As a result of a search for these drawings, it was discovered that the Ames Community School District still retains title to the property. When the Middle School was completed in 2004, the Ames Community School District's board never filed their *Quit Claim Deed* as part of their development paperwork. He indicated that the City's Legal Department will address this issue before bids can be accepted for repair of the turnaround.

Trustee Nelson made a motion to award a contract to Jensen Builders, Ltd. of Des Moines, Iowa for the bid amount of \$47,700 to replace CyRide's turnaround at the intersection of California and Ontario. Further, to not accept the bid of \$104,800 for the Ames Middle School Turnaround, as this will exceed the amount budgeted. Trustee Cain seconded the motion. (Ayes: Four. Nays: None.) Motion carried.

Next Meeting Dates/Times:

- 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 Nelson made a motion to adjourn the meeting and Trustee Cain seconded the motion. The meeting was adjourned at 12:09 P.M. (Ayes: Four. Nays: None.) Motion carried.

Juan Bibiloni, President

Joanne Van Dyke, Recording Secretary

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees
FROM: Barbara Neal
DATE: April 11, 2019
SUBJECT: State Grant & Public Transit Infrastructure Grant (PTIG) Grant Application

INFORMATION: Annually, CyRide submits a grant application(s) to the Iowa Department of Transportation (Iowa DOT) to support operating and capital needs for the transit system. The following briefly summarizes the application to be submitted by May 1, 2019 for funding during the 2019-2020 budget year.

<u>Operating</u>	<u>State/Federal Share</u>
State Operating Assistance (Estimate based on 5.48636403% of available funding)	\$808,075
Federal Section 5310 Elderly and Disabled Funding (\$187,500 total)..... Assistance for ADA Service Contract with HIRTA	<u>\$150,000</u>
TOTAL Operating	\$955,748

<u>Capital</u>	<u>Federal Share</u>
Federal 5339 Discretionary Grant Request For 8 - 40' Heavy-duty Replacement Buses w/cameras (\$3,946,400 total)	\$3,354,440
Federal Section 5310 Elderly and Disabled Funding (\$147,096 total)..... For Annunciators	\$117,676
Public Transit Infrastructure Grant (\$651,373 total)..... For HVAC in Bus Wash/Shop Areas	<u>\$521,098</u>
TOTAL Capital.....	\$4,060,153

TOTAL STATE GRANT APPLICATION	\$5,015,901
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State operating assistance and Elderly and Disabled 5310 formula dollars of \$267,676 are the only funding that CyRide is assured of receiving. All other funding sources for state bus replacements and Public Transit Infrastructure grants are competitively selected at the state level and CyRide will be informed of the selection decisions during the 2019-2020 year.

The local match requirements for these projects are as follows:

1. **State Operating Assistance** - No local match is required for State Operating Assistance
2. **Section 5310** - The Section 5310 capital and operating projects are currently included in CyRide's 2019-2020 operating and capital budgets. The 20% local match is \$66,919.
3. **PTIG** - The 2019 PTIG project for a bus washer replacement was not fully funded in 2019 and as a result, CyRide had to eliminate the heating, ventilation & air conditioning (HVAC) system from the bus wash project which is being completed in summer 2019. Therefore, CyRide is submitting for the HVAC bus wash portion within the 2020 HVAC PTIG request.

Overall, the FY2020 PTIG HVAC project contains five separate projects of CyRide's facility. This project is currently included in CyRide's 2019-2020 capital budget and City of Ames Capital Improvement Plan at \$750,000 total (\$600,000 federal; \$150,000 local). CyRide recently completed an independent cost estimate for the HVAC project and the estimate is lower, which will be adjusted in the capital budget for 2020-2021. The total cost of Phase 1 of the HVAC/Exhaust improvements for five separate areas of the maintenance facility is \$651,373 with a 20% local match of \$130,275.

- The **Multi-Stack replacement project** (273,995 total; 219,196 federal) includes removal and replacement of existing water source heat pump that serves the radiant floor heating system and make up air unit coils in the 2005 Bus Storage addition and hot water heating and radiant floor heating system in the 2009 Office Addition. This unit is currently 14 years old but will be 15 years (Iowa DOT's useful life expectancy of this type of equipment) at the time of replacement in summer 2020. The work for this portion of the project includes:
 - Removal and replacement of the existing multi-stack equipment
 - Associated piping attachments
 - Electrical controls to support the unit
- The **Bus Wash HVAC Equipment** is currently 17 years and is in need of complete replacement for safety of the employees. Again, this project was not included in the specifications under the 2019 PTIG as there was not enough available funding to complete this portion of the project. The Bus Wash Bay HVAC Equipment project (\$185,240 total; \$148,192) includes:
 - Removal of the existing makeup air units
 - Providing ventilation air and dehumidification in mechanical room to eliminate moisture and material degradation
 - Modification of existing exhaust controls in restroom and janitor rooms
 - Ventilation upgrades, including new exhaust fans and makeup air and ducts above the bus wash bay
 - Roof Work associated with removal of mechanical equipment.
 - Updates to fire alarm relays and duct detectors for new equipment
 - Infill of louvers in bus wash bay

- The **Southwest Bus Storage HVAC project** (\$168,576 total; \$134,860 federal) includes removal and replacement of existing rooftop units that are currently 29 years old. The work to be completed includes:
 - Removal and replacement of the existing rooftop units
 - Modification of ductwork
 - Hot water lines pipe work
 - CO/NO2 controls
 - Duct detectors and fire alarm relays for the upgraded equipment
 - Associated roof work with this project

 - A **HVAC in the Shop Area Office** is needed to provide a positive pressure relationship to the existing shop and reduce transfer of contaminants from the shop area into the office. Currently, there is not an HVAC for this office area. The Shop Area Office HVAC project has an estimated cost of (\$16,863 total; \$13,490 federal) and includes:
 - Installing a new ¾ ton mini-split system and air ventilation
 - Miscellaneous controls and ductwork installation
 - Associated roof work

 - The **HVAC in the Restroom/Locker Room project** is 36 year old and original to the 1983 building. Complete replacement of the RTU-12 unit is needed to improve ventilation in the original restroom and locker room areas. The Restroom/Locker Room Exhaust HVAC project, with an estimated cost of (6,699 total; 5,359 federal), includes:
 - Removal of and replacement of exhaust fan
 - Miscellaneous Equipment Connections
4. **Section 5339** - Section 5339 funding is not currently in CyRide’s 2019-2020 capital budget, as funding received by the State of Iowa for bus replacements is competitively selected. CyRide will not be informed if its buses are selected until later into the 2019-2020 budget year. Buses can be federally funded at 80% (ICAAP) or 85% (5339) depending on the type of funds available at the time. CyRide cannot speculate at this time whether funding will be available to replace buses since the 2020 statewide bus replacement list has yet to be developed. However, based on the 2019 PTMS list, CyRide has five buses ranking at the top of the PTMS list with high PTMS points that could be funded in next year’s 5339/CMAQ allocations. The list is based on the oldest and most utilized buses but it depends on how CyRide’s buses rank with other vehicles throughout the state.

Please note, a public hearing will be held to discuss this application with the community on April 29, 2019 at 9:00 a.m. Any written or oral comments from the public, if any, will be submitted to the Iowa DOT after this meeting in regards to this application as well as communicated to the CyRide Transit Board.

ALTERNATIVES:

1. Approve the FY2020 State Grant Application subject to public hearing comments that address requested state funding.
2. Modify the FY2020 State Grant Application, based upon board priorities.
3. Reject the grant application and do not submit a state funding request for the 2019-2020 budget year.

RECOMMENDATION:

The Interim Transit Director recommends approval of Alternative #1 to submit an operating and capital application to the Iowa DOT, as this application supports the enhancement of transit services in the Ames community and contains projects previously approved in the operating and capital budgets and City of Ames Capital Improvements Plan.

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees
FROM: Barbara Neal
DATE: April 11, 2019
SUBJECT: FY2019 Low and No Emission Grant Program application – Electric Buses

BACKGROUND: The federal government released its Notice of Funding Opportunity (NOFO) availability for the 2019 round of the Low and No Emission grants on March 18, 2019. Applications from transit systems are due by May 14, 2019. CyRide will work with the Center for Transportation & the Environment (CTE) in developing a grant application for two electric buses, facility modifications, equipment, training and project benefits reporting, as directed by the Transit Board at the February 14, 2019 meeting.

INFORMATION: At the February meeting, staff indicated that it would provide board members with additional information as follows:

- **Final Low and No Emission Grant Budget**
- **Local Share Without VW Settlement Grant** – Staff would research how CyRide could provide the entire local match needed for the grant under a scenario where CyRide is awarded the federal grant, but does not receive a Volkswagen Settlement grant in 2020 for a portion of the local share.

This report will provide information on both of these topics.

Final Low and No Emission Grant Budget

The preliminary budget provided to board members in February has been modified in three areas in the final budget, as discussed below and reflected in the budget chart.

- **Federal/VW Settlement Shares** – The federal share has been lowered and the Volkswagen Share increased to make the federal grant request more competitive; while still being significantly less than the maximum \$500,000 per system cap as is required in the VW Settlement grants.
- **Consultant Costs** – This line item was increased by \$25,000 to reflect the need to complete a Request for Proposal (RFP) to select a bus manufacturer. While a

manufacturer can be included in the grant application and the federal government deems this approach as meeting its competitive procurement requirements, CyRide believes it is in its best interest to competitively bid this process with the Center for Transportation & the Environment’s assistance in developing specifications and analyzing the bids with CyRide staff. As a result of this item change, CyRide’s local share rose from \$87,920 to \$95,620, remaining under the \$100,000 commitment discussed at the meeting.

- **Transformer** – In discussion over the past month, the City of Ames Electric Department has committed to providing the transformer at no cost to the project. This will allow CyRide to consider this as in-kind local share, lowering the federal share and the additional partner will strengthen the grant.

Item	Est. Tot. Cost	Federal Share	VW Grant	COA Electric	CyRide Share
Depot Charging Station and Dispensers	\$100,000	\$85,000	\$10,000	\$0	\$5,000
Spare Parts and Tools	\$50,000	\$40,000	\$0	\$0	\$10,000
Facility Construction (From Transformer to Charging/Dispensing Stations)	\$152,200	\$129,370	\$0	\$0	\$22,830
Transformer*	\$22,000	\$0	\$0	\$22,000	\$0
Engineering Design/Construction	\$48,000	\$40,800	\$0	\$0	\$7,200
Two, 40’ Electric Buses (\$800,000 ea.)	\$1,610,000	\$1,240,000	\$350,000	\$0	\$20,000
Mechanic/Driver Training	\$10,600	\$9,010	\$0	\$0	\$1,590
Consultant – Deployment Consultation/ Reporting ¹	\$145,000	\$116,000	\$0	\$0	\$29,000
Total Cost	\$2,137,800	\$1,660,180	\$360,000	\$22,000	\$95,620
Percent		78%	17%	1%	4%

Local Share Without VW Settlement Grant

Without knowing if CyRide will receive an award from the 2020 round of VW Settlement Program awards, CyRide will need to commit to the entire local share at the time the federal Low and No Emission Grant Program application is due on May 14, 2019, less the City of Ames Electric funding. **The total local dollars, less the City Electric funding, is \$455,620.** Staff has reviewed its Capital Improvement Plan, additional 5307 apportionment funding just recently announced, and operating closing balance above 10%, and have identified the following sources, pending the outcome of the VW grant. Each of these is detailed below with the total available funds.

- **Capital Improvement Plan** – CyRide typically transfers \$800,000 per year from the operating to capital budget to support capital projects needed to support CyRide’s

operations. Currently CyRide's Capital Improvements Plan identifies projects for this funding; however, projects can be delayed or eliminated based on staff/board priorities.

Possible funding in 2019-2020 and 2020-2021 - \$1.6 million

- **5307 Apportionment** – The 5307 apportionment funding for the current fiscal year was recently released and CyRide's allocation increased above budgeted amounts (2018-2019 additional funds of \$406,365 and an estimated \$150,000 additional for 2019-2020).

Possible funding in 2018-2019 and 2019-2020 - \$556,365.

- **Operating Closing Balance Above 10%** - As of June 30, 2018, CyRide's uncommitted closing balance was \$647,880. Since that time, \$122,500 has been committed (\$22,500 to the Director's Recruitment). **Possible funding in 2018-2019 from this funding source - \$625,380.**

In summary, over the current and next two-year period before the buses would be delivered, CyRide is anticipated to have more than \$2.6 million in local dollars that could be used to address capital priorities – including local dollars for the electric bus project.

In addition to CyRide's local dollars, there are three grant opportunities to fund the "VW Grant" local share amount detailed in the above budget over the next two years – two VW Settlement grants and a DERA grant – as explained below.

- **VW Settlement Grants** – There will be two more rounds of VW Settlement grants, anticipated in January 2020 and January 2021. The maximum grant award to a single transit system is \$500,000; however, CyRide's grant request would be for significantly less at \$360,000.
- **DERA (Diesel Emission Reduction Act)** – This Environmental Protection Agency funding administered by the State of Iowa could fund the remaining balance. If the VW grant is not awarded for this project in 2020, CyRide could apply for this grant program, whose purpose is to fund the reduction of diesel emissions. Des Moines DART received \$378,000 in budget year 2017-2018 for electric buses. Applications are typically received in April/May of each year, which should be after the 2020 VW Settlement award are announced.

ALTERNATIVES:

1. Approve up to \$455,620 in local match, if needed, for a FY2019 Low or No Emission Grant for an electric bus project and direct staff to submit an application for \$1,660,180 in federal funding.
2. Do not approve local match for a FY2019 Low or No Emission Grant for an electric bus project.

RECOMMENDATION:

The Interim Transit Director recommends Alternative #1 to approve the local match and apply for the FY2019 Low and No Emission Grant Program. After extensive study over the past twelve months, staff believes it is the appropriate time to seek funding for an electric bus project. With the possibility for a federal and state grant, the local cost could be less than the local cost for a diesel bus, if both grants are received.

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees
FROM: Barbara Neal
DATE: April 11, 2019
SUBJECT: Intermodal Facility Tenant Lease – Executive Express

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 with Executive Express that expires June 30, 2019. Their service began operating from the Intermodal Facility on July 1, 2012.

INFORMATION: Over the last several months, staff has worked with Executive Express to negotiate a new five-year lease agreement that will provide office/waiting room space for Executive Express. 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 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 below 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 a new contract would start in January of the last year.)
- \$1,093 per month lease rate with Producer's Price Index used to calculate the increase each year. Utilities would be \$300 per month. Rent would be paid to ISU's Parking Division Manager.
- **Addition of Producer Price Index language that is the basis for annual increases.**
- Two parking spaces will be provided at no cost, **with the remaining ones (currently at 5 additional)** at a 50% covered annual permit 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 it 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 –** Executive Express 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
- Executive Express 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. Executive Express/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, Executive Express 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 – Executive Express 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 Executive Express's property, control the leased space and can relet the space.
- CyRide defaults if, upon notification by the Executive Express, 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, Executive Express 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 Executive Express’s space for reasons listed.
26. **Signs** – Executive Express can put signs in the facility with permission of CyRide.
27. **Quiet Possession** – If Executive Express abides by the terms of the contract, CyRide will not interfere with its business.
28. **Performance Under Protest** – Executive Express can pay rent under protest and file suit to recover the full amount.
29. **Authority** – Executive Express 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
- Executive Express’ Legal Counsel and owner

ALTERNATIVE:

1. Approve the Ames Intermodal Facility Commercial Tenant Lease with Executive Express.
2. Direct staff to renegotiate a lease with Executive Express with board direction on items to be renegotiated.
3. Do not approve a lease with Executive Express for space within the Ames Intermodal Facility.

RECOMMENDATION:

The Interim Transit Director recommends approval of Alternative #1 to enter into a five-year contract with Executive Express 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.

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees
FROM: Barbara Neal
DATE: April 11, 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; however, the contract has three one-year extensions. Therefore, board members will need to determine if there is a desire to enter into a new contract, extend the contract for one year with CIT or provide this service with CyRide’s resources.

At the March 12, 2019 meeting, board members requested that staff meet with Ames Convention & Visitor’s Bureau (ACVB) representatives to seek a solution to the \$100,000 2019-2020 budget deficit that would be created by a new or extended contract. The information discussed at the March 12, 2019 meeting is attached for reference.

INFORMATION: The former Transit Director and Interim Transit Director met with the ACVB President and CEO, Julie Weeks, to discuss funding possibilities. As a result of the meeting, Ms. Weeks shared with CyRide staff that the ACVB would not be able to financially support CyRide in offsetting its \$100,000 deficit so that CyRide could continue contracting with CIT Signature Transportation for the #21 Cardinal route in the future. Further, she indicated that there was “no short or long term benefit for the ACVB or its events.” She indicated that if privately-operated transit-style buses were not available within the community, that the ACVB would identify different transportation options to meet the event’s needs.

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. Approve a one-year contract extension under the current CyRide-CIT contract.
3. 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 Interim 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 extending or 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: Barbara Neal
DATE: April 11, 2019
SUBJECT: CyRide Bus Lifts Replacement Project Close-Out

BACKGROUND: CyRide used State of Iowa grant money to replace three in-ground bus lifts in the maintenance area of the facility in 2018. Funds for the project were included in the 2017-2022 capital plan with a project budget of \$506,261.

The CyRide Bus Lifts Replacement Project (Bid No. 2018-109) was released on February 27, 2018. Plans and specifications called for the replacement of two in-ground bus lifts with the replacement of a third lift as a bid alternate. Henkel Construction Company submitted the low base bid of \$313,750 with a bid alternate of \$160,000. The total contract award amount was \$473,750.

INFORMATION: Bus lift replacement work started in June 2018. The project was substantially complete on September 28, 2018. There were three contract change orders resulting in a net contract change of -\$1,047.35. Project closeout was delayed due to problems getting lift replacement parts to replace ones found to be defective. The project punch-list is now complete and the lifts are now working to the satisfaction of CyRide staff.

The table below provides additional project budget detail.

Description	Amount
Original Contract Base Bid	\$313,750.00
Add Alternate for Third Lift	\$160,000.00
Change Order 1 – Concrete sealer	\$1,031.94
Change Order 2 – Chip out wheel dishes	\$1,370.71
Change Order 3 – Reduction in area to be painted	\$3,450.00
Total Contract Sum	\$472,702.65
Payment Made to Date	\$449,067.51
Unpaid Balance - 5% Retainage	\$23,635.14

As of April 5, 2019, all conditions of the contract have been met by Henkel Construction Company and required documentation is on file.

ALTERNATIVE:

1. Accept final completion and approve the release of retainage in the amount of \$23,635.14 to Henkel Construction Company for the CyRide Bus Lifts Replacement Project.
2. Reject Alternative #1 and direct staff to modify the project to reflect Transit Board priorities.

RECOMMENDATION:

The Interim Transit Director recommends approval of alternative #1, accepting the CyRide Bus Replacement Project as complete and releasing retainage in the amount of \$23,635.14 to Henkel Construction Company. All conditions of the project contract have been completed to the satisfaction of CyRide staff.

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees
FROM: Barbara Neal
DATE: April 11, 2019
SUBJECT: American Public Transit Association “Get on Board Day”

BACKGROUND: April 25th is the American Public Transit Association’s (APTA) annual “Get on Board Day”, a national event organized to generate awareness and increase support for public transportation. Promotional activities leading up to “Get on Board Day” are centered on raising awareness of the financial and environmental benefits that transit can bring to individuals and the community.

INFORMATION: In light of our new CyRide 2.0 service changes and the community’s interest in sustainability, CyRide staff believes that we should participate in this national event. The goal would be to encourage Ames residents to try our new CyRide 2.0 service by getting out of their cars for one day and taking a step toward a greener, healthier community.

Staff researched activities that other transit systems have done in the past along with APTA’s suggestions to promote the day. The following is a list of activities that could be accomplished in the days leading up to April 25th and allow the community to recognize the benefits of taking the bus.

- **CyRide Website** - Add information promoting the day and encourage residents to do their part for the environment.
- **Public Education** - Send out news releases promoting the day. Develop posters to be placed on the bus for a week prior to the event. Add a public relations message to the buses electronic destination signs.
- **Social Media** – Promote “Get on Board Day” through social media to build awareness and excitement.
- **Fare Free** – One additional incentive to try transit could be the elimination of fares on April 25th. The cost to eliminate fares for one day would be approximately \$400 in lost farebox revenue.

ALTERNATIVE:

1. Promote the national Get on Board Day on April 25th with educational activities and the elimination of fares for one day at a cost of approximately \$400 in lost farebox revenue.
2. Do not promote Get on Board Day.

RECOMMENDATION:

The Interim Transit Director recommends alternative #1 to promote green initiatives and raise CyRide 2.0 awareness.

Interim Transit Director's Report

April 2019

1. Washington DC Trip Recap

The former Director returned from a trip to Washington DC shortly before she retired where she met with Congressional leaders' staff and with representatives from the Federal Transit Administration (FTA). The attached information recaps three issues she shared with staff regarding opportunities and challenges gleaned from these conversations.

2. Ames Middle School Turnaround Reconstruction Bid

While researching previous construction documents after bid release, staff became aware that the City of Ames may not have legal title to the turnaround at the Ames Middle School. Records indicate a quit claim deed may not have been filed in 2004 releasing the land to the City. CyRide staff recommended to Council that bids for the reconstruction of the turnaround be rejected until the matter could be researched by the City of Ames Legal Department. Council agreed and Legal Department staff is looking into the matter. We anticipate being able to bid this project again next year.

Staff is also having Legal research the newest CyRide turnaround located at the far west end of Mortensen Road. There are currently no maintenance issues with the turnaround, but staff does not want there to be similar problem in the future. Staff will provide the outcome of the research at a future board meeting.

3. Ridership Update

February ridership, like the rest of the fiscal year, trended downward. Ridership for the month was down 1.2% (9,594 rides) compared to the previous February. West Ames area is down 10.3% which is a large part of 1.2% overall decrease in ridership. On a brighter note, the #3 Blue, #6 Brown, #25 Gold and #14 Peach routes combined were up 4.7% compared to previous February #3 Blue and #6 Brown routes. The #23 Orange and #21 Cardinal routes are up 6.3% and 7.4% respectively compared to previous February ridership.

Washington DC Trip Recap

Small Transit Intensive Cities (STIC) Funding

Small city transit system's receiving STIC funds and APTA are lobbying for Congress in the next Transportation Authorization bill to increase STIC funding from its current 2% "off the top" of transit funding to 3%. The recent change from 1.5% to 2% of the funds for the STIC program increased CyRide's funding by approximately \$300,000. With double the increase (a full percentage), CyRide could see more than \$500,000 in additional federal funds if this could be accomplished and would bring CyRide closer to \$3,000,000 in federal support. In comparison, Des Moines receives \$7,000,000 and has lower ridership so, while it is still not comparable, it could be a vast improvement in funding for CyRide.

Employee Protection Act

Congress is currently considering a new law to be included with the new Transportation Authorization bill that expires in October 2020. This bill would require all buses to be retrofitted to include a physical barrier between the driver and customers. This legislation is being recommended by the Amalgamated Transit Union (ATU) as a "fix" for the entire industry. This is an issue in a handful of systems around the nation and it is being considered as an unfunded mandate for all systems. The American Public Transit Association (APTA) is against this legislation as are all transit systems in its current form. It should be an option for each transit system to decide if it is necessary to protect its employees in this manner. This is not an issue at CyRide and would be costly as well as a very large detriment to communicating and aiding our customers in understanding how to use CyRide's services. APTA indicated that the best case scenario is that the legislation would require a study of the issue only.

Federal Philosophy/Goals

Current federal funding programs are based on the following philosophies: Formula 5307 funding can be used for operating and/or any capital purpose and Discretionary 5339 funds are for all types of capital projects. Their new philosophy and goal is to make the formula 5307 funds for operating and smaller capital projects and the Discretionary 5339 for large facility projects only. This could be detrimental to CyRide as it currently uses formula 5307 funding for only operating funding. Under their new philosophy, it would also need to fund all capital needs, including buses, requiring additional local match or a reduction of service to accommodate the additional capital funds for buses under its finite formula funds.

May

<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 ISU FINALS	7	8	9 TRANSIT BOARD MTG. 4:15pm	10	11 ISU GRADUATION
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27 Memorial Day	28	29	30	31	

2019