

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

June 13, 2019

1. CALL TO ORDER: 4:15 P.M.
2. Approval of May 9, 2019 Minutes
3. Public Comments
4. Consideration of Agenda Item #4 and Action Taken on March 12, 2019
5. FY2019 BUILD Grant Application
6. Radio Replacement Project
7. AVL/AVA
8. Statewide Bus and Bus Facilities Application
9. Interim Transit Director's Report
10. Set Spring/Summer Meeting Dates/Times:
  - July 11, 2019, 4:15 PM
  - Set up a permanent day of the month/time (beginning August 2019)
11. Adjourn

## AMES TRANSIT AGENCY BOARD OF TRUSTEES

AMES, IOWA

May 9, 2019

The Ames Transit Agency Board of Trustees met on May 9, 2019 at 4:15 p.m. in CyRide's Conference room. President Bibiloni called the meeting to order at 4:22 p.m. with Trustees Bibiloni, Cain, Jeffrey, and Schainker present. Absent: Trustees Nelson and Schrader.

Public in Attendance: John Grzywac with Central Iowa Transit (CIT).

**Approval of April 11, 2019 Minutes:** Trustee Cain made a motion to adopt the April 11, 2019, transit board minutes as presented and Trustee Schainker seconded the motion. (Ayes: Four. Nays: None.) Motion carried.

**Public Comments:** John Grzywac thanked the Ames Transit Board of Trustees for their time and patience while he explored options that were not available and is withdrawing his request for CyRide to continue the CIT contract.

**Election of Officers and Ames Area MPO Representative:** Interim Director Neal stated that each year, the Transit Board of Trustees is required to elect new officers for the positions of President and Vice-President. The current President is Juan Bibiloni-Rivera and the Vice President is Liz Jeffrey. Trustee Bibiloni-Rivera has indicated an interest in continuing as President; Trustee Jeffrey has indicated an interest in continuing as Vice-President.

In addition, the Transit Board elects a representative to the Ames Area Metropolitan Planning Organization (AAMPO). Juan Bibiloni-Rivera is the current representative. Trustee Bibiloni-Rivera has indicated an interest in continuing as the representative. Nominations may also be taken from the floor for these positions.

Trustee Cain made a motion to accept these nominations as presented and Trustee Schainker seconded the motion. (Ayes: Four. Nays: None.) Motion carried.

**Operation Contract with CIT:** Interim Director Neal stated that CyRide has entered into four one year contracts with CIT Signature Transportation (CIT) from 2015 through 2019 to provide a portion of CyRide's #21 Cardinal route service. The current contract with CIT expires on June 30, 2019. The contract has three, one-year extensions remaining. Board members were asked to consider if there is a desire to extend the contract for one year with CIT or have CyRide start providing the service again.

The Interim Transit Director Neal recommends approval of Alternative #1 to direct CyRide to operate all services on the #21 Cardinal Route beginning with the fall 2019 ISU semester.

Motion by Trustee Schainker to not contract with a private bus operator on the #21 Cardinal Route for the next school year and CyRide directly operate all services on this route. Trustee Cain seconded the motion. (Ayes: Four. Nays: None.) Motion carried.

**HIRTA Feedback & Contract Renewal:** Interim Director Neal explained CyRide is in the second year of a three year contract with HIRTA, the provider of the ADA complementary service, Dial-A-Ride. Interim Director Neal is requesting action from the transit board on whether or not to continue the contract and whether to amend HIRTA's performance goals. Information from the annual customer satisfaction survey and HIRTA's actual achieved performance measures were shared to assist the Board in determining action.

Interim Director Neal shared the results of the customer satisfaction survey in a PowerPoint presentation showing that respondents indicated service has improved or remained the same and are satisfied with drivers and customer relations.

Interim Director Neal shared HIRTA's actual performance measures for the year and recommended changes to HIRTA's performance goals to better represent the last three years of performance history with HIRTA.

Interim Director Neal shared three goals the board could amend. First, cost per passenger. HIRTA's current goal is \$16. Due to decreases in ridership and rising operating costs over the past three years, this measure has trended above the goal. Staff recommends changing the goal to \$20. Raising the goal will reflect lower ridership and increased operating costs from new technology. Improved technology allows customers easier and more user friendly access to Dial-A-Ride services. The second area recommended for adjustment is efficiency. HIRTA's current goal is 3.0 passengers per revenue hour and staff is recommending lowering it to 2.4. This reduction is more in line with other urban transit systems. It would also account for increased time requirements associated with loading and unloading some mobility devices.

Trustee Cain asked how the \$20 goal was determined. Interim Director Neal stated this number was determined by comparing information from several Iowa rural and urban transit systems and through the most recent National Transit Database data (NTD) 2016-17.

The goal for on-time performance was the final area recommended for change. The current goal is 90%. Staff is recommending an on-time performance goal of 100% to reflect ADA regulations. On-time performance criteria would be amended to include a minimum standard of 95% for HIRTA. This minimum standard would account for weather and traffic delays outside of HIRTA's control. Interim Director Neal stated the recommended goal changes have been reviewed by HIRTA and are acceptable.

Interim Director Neal shared HIRTA's letter confirming a desire to continue the ADA contract and the pay structure increase for 2019-2020. A comparison was provided showing the 2018-2019 budget rate structure and HIRTA's proposed rate structure.

HIRTA is requesting a 6.5% increase for weekday trips and 0% increase for weeknight and weekend trips. She referenced the most recent NTD data for rate comparisons. She reminded the board of the cost associated with CyRide operating this service directly as opposed to contracting with HIRTA.

Interim Director Neal recommended approval of Alternative 1, to amend the performance goals as recommended and continue the contract with HIRTA to provide Dial-A-Ride service next fiscal year at a 6.5% increase. She reminded the board this increase is within the current Dial-A-Ride budget of \$187,500 (\$150,000 federal) for the 2019-2020 year.

Trustee Schainker clarified CyRide receives federal funding to support these services in excess of the \$187,000. Additional funding can be used to support capital equipment purchases to support these operations, such as the annunciators, signage, and shelters.

Trustee Schainker made a motion to approve the contract with Heart of Iowa Regional Transit Agency (HIRTA) for the 2019-2020 budget year at a 6.5% rate increase on weekday trips, with no increase on weeknight and weekend rates, and to amend the performance goals to staff's recommendation this year. Trustee Jeffrey seconded the motion. (Ayes: Four. Nays: None.) Motion carried.

**#6 Brown Route Sunday Service:** Interim Director Neal said CyRide implemented CyRide 2.0 in phases with the first phase occurring last summer on a few routes. The second phase began in the fall of 2018. The last phase of modifications will begin on May 11, 2019.

Interim Director Neal provided Power Point slides showing the summer 2018 Blue Route schedule that provided 40-minute service from 8:30 a.m. until 10:00 p.m. Fall 2018 school year Brown route service went through Schilletter at a 40-minute frequency between 8:30 a.m. and 8:30 p.m., to replace Blue route service. Comparing summer 2019 service to summer and fall of 2018 illustrates a service gap in north Ames. The gap identified in its current CyRide 2.0 Summer service would have a significant impact on the affected community. The number estimated to be affected on Sunday was between 225 and 300 riders. The best solution to correct the service gap is a shortened Sunday service from North Grand Mall to Wallace/Wilson (Towers) from 8:30 a.m. to 7:00 p.m. at a 40-minute frequency costing approximately \$16,231. The service change covers two budget years. Half of the cost to fund the service will come from the 2018-2019 additional Small Transit Intensive Cities funding, \$8,116. The other half or \$8,116, will come from 2019-2020 Operating Closing Balance above 10%.

The Interim Transit Director recommends approval of Alternative #1, to operate #6 Sunday Brown Route service from North Grand Mall to Wallace/Wilson residence halls effective May 11, 2019.

Trustee Nelson joined the transit board meeting at 4:35 p.m. via conference call.

Trustee Schainker made a motion modifying the #6 Sunday Brown Route to operate a 40-minute schedule between North Grand Mall and Wallace/Wilson Residence Halls effective May 11, 2019. Trustee Jeffrey seconded the motion. (Ayes: Five. Nays: None.) Motion carried.

**2018-2019 Federal Grant Application – Formula Funds:** Interim Director Neal explained each year CyRide submits a federal grant application for Section 5307 to receive formula funding. Submitting the annual application requires approval from the transit board.

For the current budget year ending June 30, 2019, staff estimated receiving \$2 million and CyRide received \$2.4 million in 5307 formula funds. The funding surplus of \$406,365 is uncommitted. The additional funds can be held in reserve or applied to capital projects in 2019-2020.

For the budget year beginning July 1, 2019, staff believes it will receive \$150,000 more in Section 5307 funds than were budgeted. Formula funds for the FY2019-2020 budget year will be released sometime in March 2020 or later. Over the two budget years, there could be \$556,365 in unallocated surplus federal funding.

She briefly described the Small Transit Intensive Cities (STIC) portion of the funding that is based upon six performance criteria, of which CyRide is typically eligible for five of the criteria, although it could lose one of those five criteria if ridership declines. If ridership does decline to yet to be determined level, CyRide could be receiving less STIC funding in 2020-2021 allocations, as it will depend on if CyRide outperforms other urban systems. She added CyRide has never received the passenger miles per revenue hour.

The Interim Transit Director Neal recommends approval of Alternative #1 to authorize her to execute and file a Section 5307 grant application in the amount of \$2,406,365 to the Federal Administration.

Trustee Jeffrey made a motion to authorize the Interim Transit Director to execute and file a Section 5307 grant application in the amount of \$2,406,365 to the Federal Transit Administration. Trustee Cain seconded the motion. (Ayes: Five. Nays: None.) Motion carried.

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

- 1) AVL/Annunciator Update:** Interim Director Neal said staff has been working on a procurement project announced in the March transit board meeting with regard to the automatic vehicle locator (AVL) and automatic voice announcement system (AVA). The RFP was issued April 17, 2019, and responses were due, May 8. Four companies have responded. CyRide will use Iowa DOT 5310 funding for this project and will be brought back at the June 13, 2019, transit board meeting.

- 2) **Emergency Preparedness:** Interim Director Neal shared that with severe weather season here staff has met to discuss emergency preparedness. Maintenance staff has reviewed flood equipment and supplies. Operation staff has updated plans for emergency responses.
- 3) **Ames Chamber of Commerce Transit Priorities:** Interim Director Neal said representatives of the Ames Chamber will meet with the Iowa congressional delegation in Washington, DC. She provided priorities to be included in the materials distributed to the Iowa delegation as well as talking points.
- 4) **Dial-A-Ride Update:** Interim Director Neal shared that CyRide and HIRTA staff met with a Dial-A-Ride passenger to address difficulties the individual is experiencing loading her mobility device.
- 5) **New Radio System Funding:** Interim Director Neal told the transit board City of Ames representatives are finalizing the procurement of a new radio system. She anticipates bringing this item and budget options to the June board meeting.

#### **Trustee Items:**

**Management Consultant Proposal:** Trustee Schainker said he has concerns that additional support is needed for Interim Director Neal and the rest of the staff, as CyRide is down three management positions. Trustee Schainker proposed management services for the Ames Transit Agency utilizing SRF Consulting Group, Inc. SRF has hired Sheri Kyras. He explained she has the expert knowledge of the Ames Transit System and is able to carry out the scope of services proposed. Trustee Schainker said they would be working with the City of Ames Purchasing Department to make sure the wording was correct in the agreement. SRF is willing to negotiate the price. The proposed hourly rate had been reduced from \$210 to \$185 per hour. He then asked Interim Director Neal how many hours would be needed to complete the grant application for the Low No and BUILD grant as SRF would be used on an as-needed basis. Interim Director Neal suggested approximately six weeks at 15 hours per week, plus two, 40-hour weeks would be adequate. Trustee Schainker said the earliest this could be presented to the City Council would be May 28, 2019.

Trustee Schainker asked the transit board to approve this concept and the cost; up to a not-to-exceed amount for the contract. Trustee Cain asked about the status of the recruitment and whether management consulting services would be needed just for the two months of June and July. Trustee Schainker asked Interim Director Neal if additional help would be needed if the recruitment took longer. Trustee Cain asked her if she would request the same amount of time, 15 hours a week, if the recruitment lasted longer than July. Interim Director Neal stated her suggested hours would be adequate.

Trustee Schainker recommended contracting for management consulting services on an on-call basis of a \$185 per hour up to a maximum of \$40,000 due to the extended length of the Transit Director recruitment. Trustee Schainker reminded the board the agreement would be subject to City of Ames Purchasing and City Council approval.

Trustee Schainker motioned to contract with Strategic Resources (SRF) at \$185 dollar per hour, up to a maximum of \$40,000, subject to approval by City of Ames Purchasing. Trustee Jeffrey seconded. (Ayes: Five. Nays: None.) Motion carried.

**Director Recruitment Update:** Trustee Schainker asked Bethany Jorgensen, City of Ames Human Resources Director, to provide an update on the Transit Director recruitment.

Bethany Jorgensen said she and Bob Kindred chose Strategic Government Resources (SGR) as the recruitment firm. Two recruiters with SGR met with the subcommittee, Trustees Cain and Jeffrey and chief stakeholders, at the beginning of April and they put together a handful of documents that she passed around to the transit board. She shared a sample ad, describing the position and stated that there will be a brochure that will accompany the ad.

SGR has provided a timeline of 15 weeks for this recruitment, some of which has already been completed. Director Jorgensen stated that she is hopeful that the ad can be placed no later than May 15 and that the final candidate can be selected by August 28.

Trustee Schainker asked Director Jorgensen to further explain the recruitment process. She said the recruiters will go through all the applications after 30 days. They will look for minimum qualifications and begin calling people. Candidates will be sorted into tiers based on their qualifications. The recruiters will come and provide a presentation. Information will be presented to the subcommittee with recommendations for semi-finalists and finalists.

Director Jorgensen went on to explain, on-site interviews typically take two days per candidate for director level positions. It is really an intense process but an important one. It allows candidates to see all there is to see at the City of Ames, the operation, and the opportunity to meet with the transit board.

President Bibiloni asked Director Jorgensen if the full transit board would not interact with the candidate until the end. She said [yes] unless you decided to do something different. Trustee Schainker said he thought the full board should be included when the candidate is brought in.

Trustee Cain inquired if Director Jorgensen thought the firm was a little slow. She thought this process was in motion following the last board meeting. Ms. Jorgensen said SRF had the information ready but that was after the April transit board meeting. Trustee Cain asked if there were any other steps the full transit board would have to act upon. President Bibiloni said the residency requirement has to be addressed.

**Residency Requirement:** Director Jorgensen said the City of Ames policy states Department Heads report to the City Manager and are required to live within the City limits. But, that is not the case for all Directors. The Library Director did live in another town and the transit board can set their own policy. Director Jorgensen said that an argument could be made that the department head is making decisions that affect the residents of the town, so

maybe the Director should live with the consequences of this requirement. She stated that allowing a certain period of time for a person to move, as well as relocation expense reimbursement should be something the transit board considers if moving a new director into the City limits.

Trustee Cain said Iowa State and the students also contribute substantially to CyRide and Iowa State does not have a requirement to live within the city limits, but we would not want the individual to live an hour away. President Bibiloni did not see any negatives with not living within the City limits. Trustee Jeffrey asked if there would be a relocation reimbursement or not. Trustee Schainker said he could not vote to spend City money without a residency requirement. Trustee Cain said if CyRide pays for the relocation he could not vote for it.

Trustee Cain made a motion for there not to be a City of Ames residency requirement for this position. Trustee Jeffrey seconded. (Ayes: Three. Nays: Trustee Nelson and Trustee Schainker.) Motion carried.

Trustee Schainker said the City's policy is to pay up to 10% of the starting salary for relocation to the City of Ames limits. Trustee Cain said up to 10% of the starting salary and, traditionally, you expect to pay for relocation.

Ms. Atwood, Transit Planner, said CyRide requires all operational staff to live within the City of Ames blue collar residency limits and maybe that would be a compromise. Interim Director Neal concurred with Ms. Atwood's statement.

Trustee Cain made a motion to adopt the relocation fee for moving expenses that will be capped up to the 10% of the starting salary to move within the City of Ames Blue Collar residency requirement. Trustee Jeffrey seconded. (Ayes: Four. Nays: Trustee Schainker.) Motion carried.

**Next Meeting Dates/Times:**

- June 13, 2019 – 4:15 pm
- July 11, 2019 – 4:15 pm

**Adjourn:** Trustee Cain made a motion at 5:02 p.m. to adjourn the meeting and Trustee Jeffrey seconded the motion. The meeting was adjourned at 5:02 P.M. (Ayes: Five. Nays: None.) Motion carried.

---

Juan Bibiloni, President

---

Joanne Van Dyke, Recording Secretary



**CITY OF AMES, Iowa**

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

**FROM:** Barbara Neal

**DATE:** June 13, 2019

**SUBJECT:** Consideration of Agenda Item #4 and Action Taken on March 12, 2019

**BACKGROUND:** At the March 12, 2019, meeting, staff presented the Transit Board of Trustees the completed facility study, after approximately 18 months of analysis. The action taken at this meeting approved CyRide's site #13 (see attached map of location and picture of the site), as its preferred expansion site. The site is currently owned by the Iowa State University Foundation. The Board directed staff to prepare a BUILD planning grant application to help fund the federal requirements necessary to purchase the land and complete preliminary engineering. The specific action taken by the board is as follows:

" 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."

**INFORMATION:** Since the March board meeting, the federal government has released the Notice of Funding Opportunity (NOFO) that details the requirements for the 2019 round of BUILD grant program funding. A requirement in FTA Circulator 4702.1B, states a Title VI Equity Analysis needs to be completed prior to the board taking action on a "preferred" site, which is a requirement to complete the federally required Feasibility Study. Due to the order of steps stated above, staff is recommending that the Transit Board rescind the motion made at the March 12, 2019, board meeting as stated above.

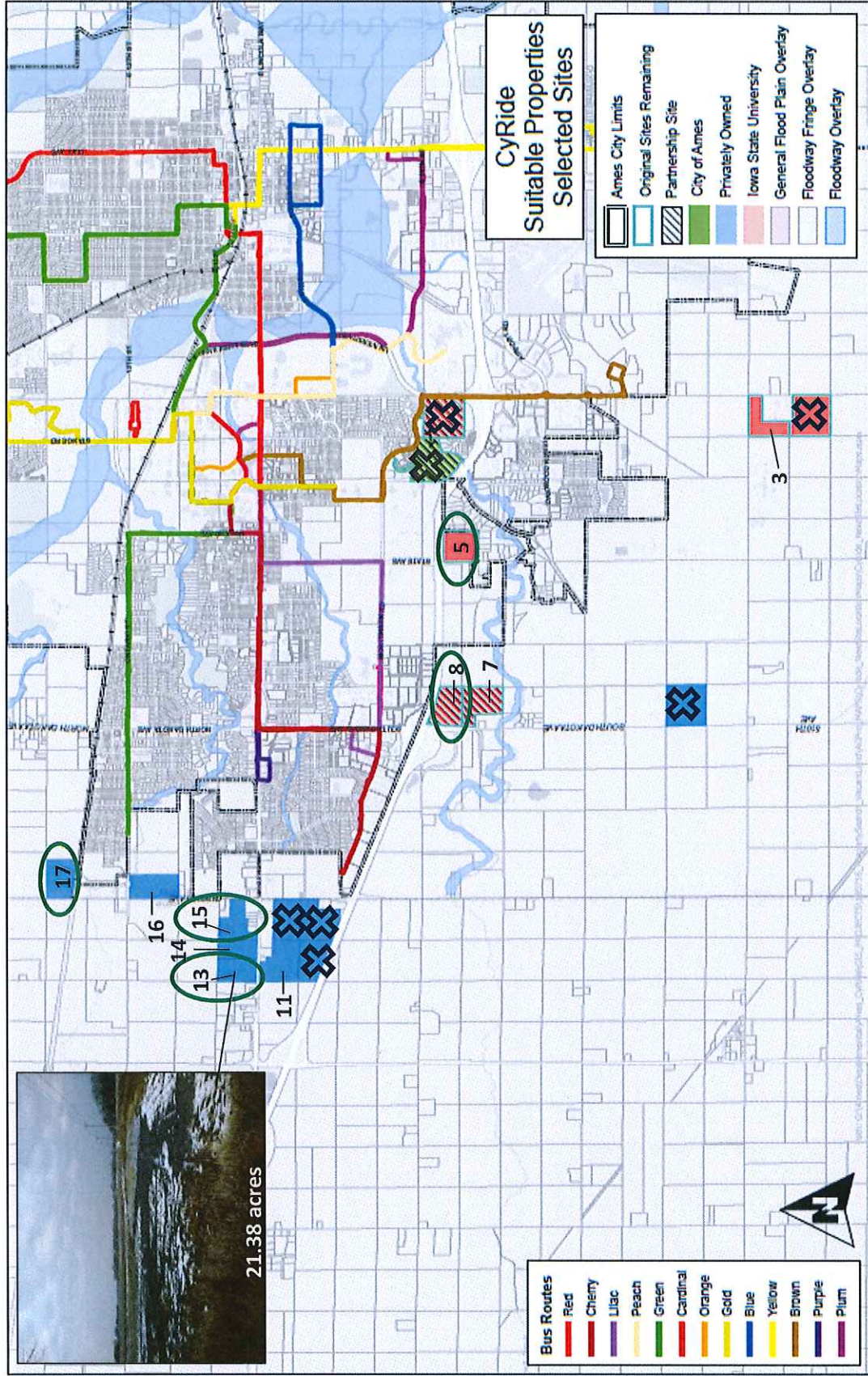
**ALTERNATIVES:**

- 1. Move to Rescind the Previous Board Action** as follows: Rescind the action taken in the March 12, 2019, board meeting 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.
- 2. Do not modify** the previous board action regarding the BUILD planning grant.

**RECOMMENDATION:**

The Interim Transit Director recommends approval of Alternative #1 to rescind the previous action. This alternative will comply with the federal regulations for a Title VI Equity Analysis requiring the analysis be completed prior to the board taking action on a “preferred” site.

CyRide Facility Study - Site Analysis Final Results



**CITY OF AMES, Iowa**

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

**FROM:** Barbara Neal

**DATE:** June 13, 2019

**SUBJECT:** FY2019 BUILD Grant Application

**BACKGROUND:** At the March 12, 2019, Transit Board meeting, the Board approved moving forward in submitting a 2019 BUILD planning grant for activities to complete federal planning requirements, preliminary engineering of a second facility, and purchase of land. This action was taken after approximately 18 months of study by CyRide staff, which included a space needs analysis.

The BUILD planning grant opportunity was released on April 23, 2019, and is due no later than July 15, 2019.

**INFORMATION:** Since the end of May, CyRide staff and a SRF consultant have been working to take the previous work completed on a second facility site and develop it into an application for a competitive national grant, due in approximately five weeks. In the last week, two challenges have been discovered that have made staff's and the consultant's task difficult in completing this application on time. These challenges are briefly explained below.

- **Title VI Equity Analysis** – The Title VI Equity Analysis is a federal requirement which must be completed prior to the site selection process. This study requires an evaluation to be completed to ensure that the facility location is selected without regard to race, color, or national origin. It was previously believed that this could be an activity within the planning grant, after selection of a "preferred" site. However, the analysis should have been completed prior to staff's recommendation and board action to select a "preferred" site. Specifically, the Equity Analysis includes engaging in outreach to persons potentially impacted by the siting of facilities and should be completed when the full population of Ames is residing within the community. This analysis and outreach could be completed quickly, prior to the anticipated grant award in November 2019. However, without prior completion of the Title VI Equity Analysis for the grant being submitted, it is believed that the grant could be viewed as less favorable than grants that have completed the federal requirements.

- **Land Cost Estimate for Grant Purposes** - The grant budget requires an itemized listing of activities and costs. Therefore, a reasonably accurate cost estimate is required for the land purchase. In preliminary discussions with Iowa State staff, which in turn is working with ISU Foundation staff regarding Site #13, it has been determined that this estimate will take at least another two weeks to complete. This delay will make it difficult for CyRide staff to complete the grant on-time and have the Transit Board approve a budget for submission for the grant, especially with the 4th of July holiday. Additionally, ISU/ISU Foundation has shared with staff that their preliminary analysis indicates that the cost to purchase the land will most likely be higher than originally discussed with the Transit Board (\$350,000), which staff based upon the "secondary" site's sale price (#17). With this information, staff believes it would be best to complete federally required market appraisals and Title VI Equity Analysis first, before beginning further discussions with Iowa State/Iowa State Foundation on the value of the land and including its land purchase price estimate within a grant.

In addition to the above described challenges, through careful study of the 2019 BUILD grant requirements, it has been discovered that planning grants are not as favorably considered under the program. Construction grants are given higher priority. Planning grants were only awarded within the first year of TIGER and, therefore, the probability of receiving a federal grant for a planning study is unlikely. Considering the aforementioned challenges and new information discovered about planning grants, staff suggests reconsidering the Transit Board's desire to submit a 2019 BUILD planning grant.

### **Possible Next Steps**

If the board's desire is to not proceed with a BUILD planning grant, the following two-phase process could be undertaken if board members would like to continue moving toward a second facility site in the future. Each phase is briefly described.

**Phase 1** - This phase would complete the Title VI Equity Analysis, which is the final piece of information needed to complete the larger Feasibility Study documenting the past 18-months work. This Equity Analysis would include the required analysis and public meeting(s) to gain the public's input on CyRide's two top sites (#13 and #17 - see attached map). The Transit Board could then formally approve a "preferred" expansion site based upon the previous work and the Equity Analysis results. Upon its completion and "preferred" site approval, the Feasibility Study (including the Equity Analysis) could be submitted to the Federal Transit Administration (FTA) for review and concurrence, so that this federally-required step is completed prior to future facility expansion grant submission. The Equity Analysis could be completed by staff or with assistance from a consultant. Additionally, this phase could include meeting with the city and county to better understand the utility requirements of the two top sites.

**Phase 2** - Once the Equity Analysis and Feasibility Study are completed, the board could decide if they desire staff to begin work toward purchasing the land. The federally-required process, in order of completion, that would need to be followed is detailed below and is estimated to cost approximately \$55,500.

- **National Environmental Protection Act (NEPA)** - This review is required to determine if the "preferred" site has environmental/historical issues - Estimated cost \$50,000
- **Market Appraisal- Review Appraisal** - This requires hiring a firm (with specific review and appraiser criteria) to appraise the project - request for quotes would be needed to secure a firm. The Federal government requires a second appraisal to ensure that the original appraisal was accurate. FTA concurrence with the appraisals is required - Estimated cost \$5,000 or less
- **Title Search** - For the "preferred" site, a review of documents must be completed to determine the history of the site, relevant interests in and regulations concerning the property - Estimated Cost \$500 or less
- **Just Compensation Determination** - Determination by CyRide for the establishment of an offer for the sale of the site, with concurrence by FTA. This becomes the agency's initial offer - Estimated Cost - \$0
- **Negotiated Settlement** - If the settlement is in excess of \$50,000 more than the current fair market value, FTA is required to concur with the settlement with justification from CyRide regarding the difference. Estimated Cost - \$0, unless an attorney is required

If this process is followed, the land could be purchased with local funds and used as in-kind local match for a future construction grant for either BUILD or Bus & Bus Facilities.

**ALTERNATIVES:**

1. Direct staff to not submit a 2019 BUILD planning grant, to complete the federally-required Title VI Equity Analysis on Sites #13 and #17 and meet with City/County officials regarding the two site finalists to determine utilities and other considerations of each property (Phase 1 activities). Further, direct staff to provide the Transit Board with the results of the Equity Analysis, Feasibility Study, and local government discussions for consideration of further action.
2. Direct staff to not submit a 2019 BUILD planning grant and to not take any further actions toward a second facility at this time.
3. Direct staff to continue development and submission of a 2019 BUILD planning grant by July 15, 2019, with completion of a Title VI Equity Analysis and presentation of the results to the Transit Board at the October board meeting for the purpose of selecting a "preferred" site.

**RECOMMENDATION:**

The Interim Transit Director recommends approval of Alternative #1 to cease development of a 2019 BUILD planning grant, begin conducting a Title VI Equity Analysis, and meet with the city/county to determine additional information regarding the two top sites, so that a "preferred site" can be chosen in the future. This action will allow CyRide to continue moving forward, following FTA requirements, and be able to consider submitting a stronger BUILD planning/construction grant in the future.

**CITY OF AMES, Iowa**

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

**FROM:** Barbara Neal

**DATE:** June 13, 2019

**SUBJECT:** Radio Replacement Project

**BACKGROUND:** On January 10, 2019, the Transit Board of Trustees approved CyRide's Five Year Capital Improvement Plan (CIP). Included in this plan were procurements for the 2019-2020 budget year, for which purchases would begin on July 1, 2019. One of the planned purchases was the replacement of CyRide's radio system. The current radio system is obsolete and not compatible with the City of Ames and Story County's new P25 emergency communication system. CyRide provides support services during emergencies and it is important to be able to communicate directly with first responders.

CyRide currently leases radios, so the project was budgeted \$150,000, under the assumption that a lease option would be available. In February 2019, the City of Ames radio project manager informed CyRide staff that a lease option was not included in either bid that was received for the equipment. Based on the first round of pricing, the February estimate to replace the radios was \$370,000, leaving CyRide with a capital budget deficit of \$220,000.

**INFORMATION:** Radio specifications and associated pricing have been refined since February. As a result, radio replacement cost is now estimated to be \$320,000. As the board information was being prepared, staff learned that CyRide will be the recipient of a \$170,640 VW Settlement Grant award. The VW grant award can be used as the local capital match for the planned order of three new 40' buses. In turn, the local money allocated for the buses can now be used to purchase radios.

Attached is a revised Five Year Capital Improvement plan reflecting the VW Settlement funds applied to the three, 40' buses and a corresponding increase in the "Radio" line item.

CyRide staff is requesting permission to amend the FY20 budget to reflect the recently announced award of \$170,640 from Iowa's VW Settlement Environmental Mitigation Trust.

**ALTERNATIVES:**

1. The Transit Board of Trustees approves utilizing the recently announced VW grant award of \$170,640 as the local capital match for the upcoming planned purchase of



three 40' heavy duty diesel buses. The \$170,640 local capital previously allocated to the bus purchase will be added to the \$150,000 budgeted to purchase a new P25 radio system for CyRide at a total cost of \$320,640 in FY2020.

2. The Transit Board of Trustees does not approve the proposed reallocation of capital to purchase a new P25 radio system for CyRide. Staff will develop alternative options to fund the radio replacement project and provide information to the board at a future board meeting.

**RECOMMENDATION:**

The Interim Transit Director recommends approval of Alternative #1, as this option will fully fund the unanticipated deficit in the radio replacement project, while not impacting other CyRide capital priorities.

**CyRide Capital - FY18 to FY24 Revised**

6/10/19 2:48 PM

		FY18	FY19	FY20	FY21	FY22	FY23	FY24
<b>Capital</b>		<b>Actual</b>						
<b>Beginning Balance</b>		<b>\$ 1,789,144</b>	<b>\$ 753,963</b>	<b>\$ 536,737</b>	<b>\$ 1,956</b>	<b>\$ 3,856</b>	<b>\$ 68,872</b>	<b>\$ 2,908</b>
State/Federal Building	80%	\$ 50,598						
PTIG Building	80%		\$ 405,009	\$ 517,042	\$ 600,000	\$ 600,000	\$ 600,000	\$ 600,000
State/Federal Bus (60' Bus)	80%			\$ 383,360	\$ 394,640		\$ 431,228	
State/Federal Bus (40' Bus)	80%	\$ 1,063,152	\$ 364,000	\$ -	\$ 394,640	\$ 314,334	\$ 487,166	\$ 426,843
STBG Money				\$ 225,000	\$ 225,000	\$ 225,000	\$ 225,000	
State/Federal Bus	85%			\$ 1,221,960				
VW Award Money				\$ 170,640				
State/Federal Bus	90%							
State/Federal Bus Stops	80%	\$ 19,225	\$ 24,890	\$ -	\$ -	\$ 40,000	\$ 40,000	\$ 40,000
State/Federal Needs Anal.	80%	\$ 9,348						
State/Federal Bus Annunciators	80%		\$ 240,000	\$ 360,000	\$ -	\$ -	\$ -	\$ -
STIC Money					\$ 62,320			
ISU Parking		\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000
Interest		\$ 17,838	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000
GSB								
Capital Transfer		\$ 460,000	\$ 800,000	\$ 902,520	\$ 800,000	\$ 800,000	\$ 800,000	\$ 800,000
<b>Capital Revenues</b>		<b>\$ 1,637,161</b>	<b>\$ 1,857,899</b>	<b>\$ 3,804,522</b>	<b>\$ 2,500,600</b>	<b>\$ 2,003,334</b>	<b>\$ 2,607,394</b>	<b>\$ 1,890,843</b>

<b>Total Available</b>		<b>\$ 3,426,305</b>	<b>\$ 2,611,863</b>	<b>\$ 4,341,259</b>	<b>\$ 2,502,556</b>	<b>\$ 2,007,190</b>	<b>\$ 2,676,266</b>	<b>\$ 1,893,751</b>
Grants								
Building (Grants) Pits	5309	\$ 100,834						
Roof Replacement	PTIG							
Hoists Repair	PTIG		\$ 506,261					
Bus Wash Rehab	PTIG			\$ 646,303				
HVAC Replacement	PTIG				\$ 750,000	\$ 250,000		
Facility Expansion	PTIG					\$ 500,000	\$ 750,000	\$ 750,000
Articulated Bus (Grants)				\$ 850,000	\$ 850,000		\$ 850,000	
Bus (Grants)								
Bus (Grants)		\$ 1,339,410	\$ 455,000	\$ 1,437,600	\$ 493,300	\$ 334,500	\$ 513,032	\$ 533,553
		2 ICAAP, 1 PTMS	1 ICAAP 80% Plum	1 PTMS ICAAP 80%, 3-40' buses 85%	1-40' buses, 1 is for Liac @ 80%	3 Minibus	1-40' bus, 1 is PTMS funded @ 80%	1-40' bus
HIRTA Bus	5310				\$ -		\$ 95,926	
HIRTA Van	5310					\$ 58,418	\$ -	\$ -
Bus Stop Shelters	5310	\$ 168,887	\$ 31,113			\$ 50,000	\$ 50,000	\$ 50,000
Annunciators / AVL	5310		\$ 300,000	\$ 450,000				
Needs Analysis	5309	\$ 11,686						
AVL								
Facility Local								
AVL (Local)			\$ 100,000	\$ 100,000				
Building (Local)								
Buses (Local)		\$ 10,557	\$ -	\$ -	\$ -			
Minibuses (Used)				\$ 30,000	\$ 135,000	\$ 135,000	\$ 135,000	\$ 135,000
Painting Buses								
Video Systems		\$ 65,064	\$ 60,000	\$ 60,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Support Vehicle			\$ 30,000	\$ 30,000		\$ 30,000	\$ 30,000	\$ 30,000
			Terrain (White 2014)	Terrain (Red 2015)	Fusion (2016)			
Shop Trucks		\$ 93,410	\$ 50,000					
Shop Equipment		\$ 4,287	\$ 50,000	\$ 45,000	\$ 25,000	\$ 50,000	\$ 45,000	\$ 50,000
Computers/Office Equip.		\$ 125	\$ 34,000	\$ 20,400	\$ 20,400	\$ 20,400	\$ 14,400	\$ 14,400
Fluid Mangement								
Electric Hoist		\$ 95,236						
Concrete		\$ 13,245	\$ 50,000	\$ 85,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000
Concrete (Shelters)			\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
A&E Services		\$ 34,310	\$ 35,000	\$ 35,000	\$ 35,000	\$ 50,000	\$ 50,000	\$ 50,000
Bus Stop Signs				\$ 20,000				
Security System (Building)			\$ 200,000					
Flood Pumps		\$ -	\$ 98,752					
Landscaping		\$ 11,698						
HR Software		\$ 8,427						
Forklift				\$ 60,000				
Radios				\$ 320,000				
Maint. Software				\$ 50,000				
EIFS Coating			\$ 25,000					
APC's			\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000		
High Speed Fueling						\$ 250,000		
Technology					\$ 50,000	\$ 20,000		
Flooring Upgrade						\$ 25,000		
WIFI Upgrade				\$ 25,000		\$ 25,000	\$ 25,000	
Air Compressor (Shop)				\$ 25,000				
<b>Capital Expenses</b>		<b>\$ 1,957,176</b>	<b>\$ 2,075,126</b>	<b>\$ 4,339,303</b>	<b>\$ 2,498,700</b>	<b>\$ 1,938,318</b>	<b>\$ 2,673,358</b>	<b>\$ 1,727,953</b>
<b>Ending Balance</b>		<b>\$ 1,469,129</b>	<b>\$ 536,737</b>	<b>\$ 1,956</b>	<b>\$ 3,856</b>	<b>\$ 68,872</b>	<b>\$ 2,908</b>	<b>\$ 165,798</b>
<b>Building Reserve</b>		<b>\$ 715,166</b>						
<b>Balance without Building</b>		<b>\$ 753,963</b>	<b>\$ 536,737</b>	<b>\$ 1,956</b>	<b>\$ 3,856</b>	<b>\$ 68,872</b>	<b>\$ 2,908</b>	<b>\$ 165,798</b>

**CITY OF AMES, Iowa**

**MEMO TO:** Ames Transit Board of Trustees  
**FROM:** Barbara Neal  
**DATE:** June 13, 2019  
**SUBJECT:** AVL/AVA (Automatic Vehicle Locator/Automatic Voice Annunciation (AVA)  
Passenger Information System Procurement

**Background:** As mentioned in previous board meetings, staff has been working on a procurement to replace the existing system that provides real time bus arrival information to passengers. The AVL / AVA systems being procured are known in the industry as intelligent transportation systems. The existing AVL system has evolved to become the primary communication method between CyRide and our customers. By adding an AVA system, the existing bus speaker system can be used to announce transfer points with other fixed routes. CyRide drivers currently announce transfer points, but all of the required announcements take their focus off the road. Adding an AVA system will allow CyRide to be compliant with ADA regulations and allow operators to focus on safe driving.

The contract with the current AVL service provider, NextBus, ends on June 30, 2019. CyRide entered into an agreement in 2012 with NextBus to provide information to passengers. The service has been wildly successful and has greatly decreased the number of phone calls to CyRide, but the hardware installed on the buses has become obsolete. A significant capital investment would be required in 2019 to maintain the existing service. Procuring a new system was determined to be the best way to ensure that CyRide was getting the best value for the dollar.

For reference, in 2016, there were over 5.4 million requests for bus arrival times. Passengers access arrival information through the MyState app, developed by a group in the College of Engineering. The MyState app uses data provided by NextBus and provides arrival information for any bus stop in Ames. Passenger information systems such as this have become commonplace with transit systems across the country.

Staff has been working on the procurement to replace the system for several months. City of Ames RFP No. 2019-119 was issued on April 17, 2019. Responses were due May 8<sup>th</sup>. The project was fast-tracked with a short, three-week response time due to a firm July 1, grant obligation deadline. The total project budget is \$950,000 and is largely funded with Iowa DOT 5310 grant allocations. Funding is spread across two years in the capital plan. Since funding is spread out over two years, \$128,503 of the total project funding is not currently in grants. However, it is

guaranteed formula funding. Award of the contract will be contingent upon Iowa DOT 5310 contract approval for FY2020. Contract award will also be subject to concurrence with award by the Iowa DOT Office of Public Transit.

**Information:** Four companies provided written proposals in response to RFP No. 2019-119. An evaluation committee comprised of three CyRide staff members ranked the responses. Current provider Cubic NextBus and GMV Syncromatics were invited to present on-site as they had the highest ranked written responses. On-site presentations were evaluated by the same three CyRide staff members. The evaluation results and three-year cost of the finalist’s products were as follows:

**Written Proposal Score**

		<b>ETA</b>	<b>Ride Systems</b>	<b>Cubic NextBus</b>	<b>GMV Syncromatics</b>
Fulfilling Technical Requirements	40%	2.00	2.53	3.07	3.47
Key Personnel Experience & Qualifications	15%	0.95	1.05	1.10	1.25
Understanding of the Project	10%	0.57	0.70	0.77	0.90
Cost	30%	0.24	0.30	0.11	0.15
Correct Form and Format	5%	0.50	0.50	0.50	0.50
<b>Total Score</b>		<b>4.26</b>	<b>5.08</b>	<b>5.55</b>	<b>6.27</b>

**On-Site Presentation Score**

		<b>Cubic NextBus</b>	<b>GMV Syncromatics</b>
Fulfilling Technical Requirements	40%	2.40	3.60
Key Personnel Experience & Qualifications	15%	0.95	1.35
Understanding of the Project	10%	0.63	0.90
Cost	30%	0.23	0.30
Correct Form and Format	5%	0.50	0.50
<b>Total Score</b>		<b>4.71</b>	<b>6.65</b>

**Cost**

	<b>Cubic NextBus</b>	<b>GMV Syncromatics</b>
Year 1 BAFO Cost	\$1,012,912	\$941,730
3 Year Cost	\$1,450,401	\$1,146,534

Staff is recommending award to GMV Syncromatics. The recommendation is based on the company’s ability to meet the aggressive installation schedule, a thorough review of the hardware to be installed on the buses, experience level of their staff, and three year total cost. As with any complicated technology implementation, staff anticipates an increase in complaints as the transition is made to a new service provider. Project budget information is listed in the CIP with additional detail provided in the following table.

<b>Funds Available</b>	<b>Dollars</b>
Iowa DOT Administered Federal Section 5310 Funds - 80%	\$ 680,000
CyRide’s Capital Budget – 20%	\$ 170,000
<b>Total Federal Project Funds*</b>	<b>\$ 850,000</b>
Additional FY2019 Local Capital	\$ 100,000
<b>Total Funds Available</b>	<b>\$ 950,000</b>
<b>Project Costs</b>	<b>Dollars</b>
Fixed Route CAD/AVL and Real Time Passenger Information	\$ 471,980
Automatic Voice Annunciator	\$ 356,025
Text Messaging Option	\$ 1,750
Automatic Passenger Counting Interface	\$ 2,475
Spare Parts	\$ 9,800
Annual Service Fee**	\$ 99,700
<b>Total Project Cost + Year 1 Annual Fee</b>	<b>\$ 941,730</b>

**\* \$128,503 of the total project funding is not currently approved in grants but is guaranteed formula funding. Grant approval is expected July 1, 2019.**

**\*\* The current provider annual fee is \$96,170.**

Awarding the AVL/AVA contract to GMV Syncromatics will allow CyRide to continue to provide an information service our passengers have come to rely upon. Installation of the automatic voice annunciation (AVA) portion of the system will allow CyRide to be fully compliant with ADA regulations. The proposed annual operating expense is approximately 4% higher than the current provider annual expense, but it includes \$12,120 in annual operating fees for the annunciator system.

**ALTERNATIVE:**

1. Award a contract to GMV Syncromatics of Los Angeles, CA for the proposed amount of \$941,730. This amount includes the first year of operating expense. Award of the contract is contingent upon Iowa DOT 5310 contract approval for FY2020. Contract award will also be subject to concurrence with award by the Iowa DOT Office of Public Transit.

2. Reject the proposed contract amount and direct staff to modify the project to reflect Transit Board priorities and reissue the project.

**RECOMMENDATION:**

The Interim Transit Director recommends approval of Alternative #1, to accept the proposal from GMV Syncromatics for a total initial contract award of \$941,730 for hardware installation and the first year annual service fee. This project will replace the existing passenger information system and allow CyRide to begin to automatically announce important route information for passengers with disabilities.

**CITY OF AMES, Iowa**

**MEMO TO:** Ames Transit Board of Trustees  
**FROM:** Barbara Neal  
**DATE:** June 13, 2019  
**SUBJECT:** Statewide Bus and Bus Facilities Application

**BACKGROUND:** On Wednesday, May 15, 2019, the Federal Transit Administration announced an opportunity to apply for fiscal year (FY) 2019 funds under the Bus and Bus Facilities grant program. The Iowa DOT will be submitting one consolidated grant application on behalf of all 35 Iowa public transit systems. In FY2018, the Iowa DOT was able to replace 69 rural system buses through this program. Replacing these rural buses greatly reduced the backlog of older vehicles from these systems and moved all other eligible vehicles in the DOT's Public Transit Management System (PTMS) closer to replacement (including CyRide's buses).

The Iowa DOT needs the quantity of buses that CyRide would like to have included in Iowa's Statewide Bus & Bus Facilities federal grant. They require a letter of support and commitment from each transit system desiring to be part of the statewide application by June 14<sup>th</sup>. Grants are due by June 21, 2019.

**INFORMATION:** The purpose of this agenda item is to inform board members of the short timeframe and to determine board members opinions on the quantity/type of buses to submit to the Iowa DOT. A copy of the Iowa DOT's statewide bus replacement list (PTMS) will be provided at the board meeting after receipt from the DOT, expected just prior to the Board's June meeting.

Consensus by staff is to move forward with three (3) minibus replacements, as these vehicles are in the poorest condition and well beyond their useful life. In addition, staff recommends removing all other CyRide buses on the Iowa DOT's PTMS list from consideration under this grant application. While minibuses are not anticipated to be the first vehicles on CyRide's ranked list, these vehicles are well past their useful life of four years and one year beyond their Useful Life Benchmark (ULB), included in the federally-required Transit Asset Management Plan. Staff anticipates that future repairs of these vehicles will be substantial and could potentially total more than the vehicles would be worth at the time they are sold.

Upon receipt of the list, CyRide staff will provide board members with an analysis at the June meeting of the CyRide buses included and possibility for the three minibuses to be funded. If CyRide receives funding for the minibuses under this grant, the local match requirement for

these buses would be \$66,900, well under the \$135,000 allocated within the FY2021 year of the Capital Plan that begins in July 2020, which would also be prior to the delivery of these vehicles (see attached Five Year Capital Plan). Therefore, the local match for these vehicles has been approved by the Transit Board of Trustees (January 2019 meeting) and City Council (February 2019 meeting), and this grant could provide the federal funding to match this local share commitment. The federal and local costs for the three minibuses are as follows:

Federal	Local	Total
\$267,600	\$66,900	\$334,500

In order for the three minibuses to be included in the statewide grant application, a letter of support and commitment from the CyRide Transit Board must be approved by the Transit Board at the June board meeting.

**ALTERNATIVES:**

1. Approve including three minibuses in the State of Iowa’s Statewide Bus & Bus Facilities Grant Application, funded with up to \$66,900 in local match and submission of a Letter of Support and Commitment to the Iowa DOT for these vehicles.
2. Approve including a board-directed number of buses in the State of Iowa’s Statewide Bus & Bus Facilities Grant Application and local match to support this bus purchase.
3. Do not be part of the State of Iowa’s Statewide Bus & Bus Facilities Grant Application.

**RECOMMENDATION:**

The Interim Transit Director recommends approval of Alternative #1, to approve the inclusion of three minibuses and Letter of Support and Commitment in the State’s federal bus replacement grant application.

This approval will provide CyRide with \$267,600 in federal funding for buses that it would not have received otherwise for its fleet and assist CyRide in managing its fleet age, which has been increasing over the past several years.



# Interim Transit Director's Report

June 2019

## 1. VW Grant Analysis

With the recent first round award announcement for the Volkswagen Settlement grant, staff has had time to briefly analyze the percentage and type of grants that were funded. Based on this review, CyRide requested the lowest project percentage (12%) versus other transit system grantees awarded funding (typically 20-25%) and the lowest cost per transit bus award (\$21,000 versus \$100,000 for a diesel bus. \$100,000 is the maximum request). Additionally, there were no grants awarded for electric bus funding. A few of the takeaways for the second-round VW grant request, which is anticipated after the first of the year, are as follows:

- It is assumed that with the quick turnaround for grant applications, that bus systems were not able to develop electric bus projects, but that there is a desire for these projects and they would be favorably reviewed in this next round
- CyRide's original electric bus budget for federal 2019 Low- No Emission funding/and a future second-round VW grant funding can be modified to increase the VW share of the project. This could lower CyRide's local share needed to support this project. The grant allows up to \$300,000 per electric bus and CyRide had anticipated requesting \$175,000 per bus; however, with the results from the recent awards, CyRide could consider a higher percentage request.

## 2. Quarterly Report

Each quarter, a detailed report regarding the overall performance of CyRide is generated. This includes fixed route, dial-a-ride and moonlight express. This report is used to track performance over time and determine trends. Staff has taken some key performance measures and presented them graphically. Attached are the detailed system quarterly operations report and a summary of some key performance measures for the third quarter of the fiscal year, January 2019 – March 2019.

## 3. Ames Middle School Turnaround Update

The Legal department has confirmed that the transfer of the deed and affidavit for the Ames Middle School turnaround has been completed.

## 4. Construction Update

### Bus Wash Replacement

Construction on the bus wash replacement project started on May 20<sup>th</sup>. Crews have removed the existing bus wash equipment, concrete flooring, and obsolete electrical equipment as of this writing. The new and improved bus wash is scheduled to be in-service by the time ISU classes resume in the fall.

### Reconstruction of the Green Endpoint Turnaround

The west end of CyRide’s Green Route is located at the corner of Ontario Street and California Avenue. The contractor has delayed the start of the project. Reconstruction is scheduled to begin June 24<sup>th</sup>, instead of June 3<sup>rd</sup> as originally planned. Weather permitting, construction is estimated to take three weeks.

### **5. New Process to Report Any Potential Conflict of Interest**

The City of Ames is requesting City Boards, Commissions, Council Members and Mayor complete a conflict of interest disclosure form. They are requesting a new form be submitted annually or anytime changes occur. There are two ways to complete the required paperwork, either electronically via a link or by completing the form attached to the board packet. They are requesting forms be completed by June 28, 2019. Board members can give the forms to CyRide to process. Or, you can complete the form on-line via a link that will be sent to you through email.

### **6. Fall Meeting Dates/Times**

The Transit Board will need to discuss whether a different standard day and time of the month for future board meetings. Listed below, for your convenience, are the dates if the board wants to continue meeting on the second Thursday at 4:15pm of each month and any known conflicts at this time.

<b>Month</b>	<b>Date</b>	<b>Conflict</b>
August	8 <sup>th</sup>	None
September	12 <sup>th</sup>	None
October	10 <sup>th</sup>	None
November	14 <sup>st</sup>	Board of Regents Meeting
December	12 <sup>th</sup>	Finals are Completed the Following Week

# CYRIDE QUARTERLY OPERATIONS REPORT

January 1st, 2019 to March 31st, 2019 (3rd Quarter)

	FY 2019 3rd Qtr	FY 2018 3rd Qtr	% CHANGE	FY 2019 YTD	FY 2018 YTD	% CHANGE
<b>MAINTENANCE</b>						
Interior Clean	149	91	63.7%	469	348	34.8%
Shop Road Calls	7	19	-63.2%	30	52	-42.3%
Miles per Shop Road Call	56,909	24,304	134.2%	38,599	24,490	57.6%
NTD Minor Mech.	95	77	23.4%	219	178	23.0%
NTD Major Mech.	9	7	28.6%	30	27	11.1%
Total NTD Mechanical Prob.	104	84	23.8%	249	205	21.5%
Miles per Major Mech.	44,263	65,968	-32.9%	38,599	47,165	-18.2%
<b>Gasoline Vehicles</b>						
Gas Miles Driven	37,237	32,148	15.8%	114,442	103,274	10.8%
Total Gallons Gas	5,036	4,427	13.7%	13,900	12,864	8.1%
Total Gas Cost	9,693	9,274	4.5%	\$31,002	\$25,936	19.5%
Avg. Gas Cost/Gallon	\$1.92	\$2.09	-8.1%	\$2.23	\$2.02	10.6%
Gas Cost per Mile	\$0.26	\$0.29	-9.8%	\$0.27	\$0.25	7.9%
Average Gas MPG	7.4	7.3	1.8%	8.2	8.0	2.6%
<b>Diesel Vehicles</b>						
Diesel Miles Driven	361,127	429,626	-15.9%	1,043,516	1,170,181	-10.8%
Total Gallons Diesel	87,807	112,542	-22.0%	252,835	292,608	-13.6%
Total Diesel Cost	176,036	231,030	-23.8%	\$550,288	\$565,720	-2.7%
Avg. Diesel Cost/Gallon	\$2.00	\$2.05	-2.3%	\$2.18	\$1.93	12.6%
Diesel Cost per Mile	\$0.49	\$0.54	-9.4%	\$0.53	\$0.48	9.1%
Average Diesel MPG	4.1	3.8	7.7%	4.1	4.0	3.2%
<b>All Vehicles</b>						
Total Miles Driven	398,364	461,774	-13.7%	1,157,958	1,273,455	-9.1%
Total Gallons Fuel	92,843	116,969	-20.6%	266,735	305,472	-12.7%
Total Fuel Cost	\$185,729	\$240,304	-22.7%	\$581,290	\$591,656	-1.8%
Avg. Cost/Gallon	\$2.00	\$2.05	-2.6%	\$2.18	\$1.94	12.5%
Total Cost per Mile	\$0.47	\$0.52	-10.4%	\$0.50	\$0.46	8.0%
Avg. MPG all Vehicles	4.3	3.9	8.7%	4.3	4.2	4.1%
Small Bus/Sup. Mileage	30,239	28,671	5.5%	97,652	97,730	-0.1%
Large Bus Mileage	368,125	433,103	-15.0%	1,060,306	1,175,725	-9.8%
% Rev. Mi./Total Miles	62.1%	82.3%	-24.6%	78.7%	83.0%	-5.2%
Percentage Small Bus	7.6%	6.2%	22.3%	8.4%	7.7%	9.9%
Maintenance Expense	\$584,551	\$572,895	2.0%	\$1,707,876	\$1,563,810	9.2%

# CYRIDE QUARTERLY OPERATIONS REPORT

January 1st, 2019 to March 31st, 2019 (3rd Quarter)

	FY 2019 3rd Qtr	FY 2018 3rd Qtr	% CHANGE	FY 2019 YTD	FY 2018 YTD	% CHANGE
<b>OPERATIONS</b>						
Total Passengers	1,874,582	2,156,632	-13.1%	5,071,554	5,465,297	-7.2%
Average Drivers per Month	137.6	148.6	-7.4%	140.8	144.2	-2.3%
Driving Hours	43,830	50,746	-13.6%	126,246	138,792	-9.0%
Drivers Late	6	12	-50.0%	44	33	33.3%
Drivers No Show	4	3	33.3%	7	3	133.3%
Late/No Show per Driver	0.07	0.10	-28.0%	0.36	0.25	45.0%
Total Comments	68	47	44.7%	196	144	36.1%
Driver Fault	19	11	72.7%	35	42	-16.7%
Undetermined	1	2	-50.0%	2	5	-60.0%
No Fault	8	9	-11.1%	20	31	-35.5%
System Complaints	27	20	35.0%	86	46	87.0%
Service Requests	2	1	100.0%	35	3	1066.7%
Compliments	11	4	175.0%	18	17	5.9%
Passengers/Comment	<u>27,567</u>	<u>45,886</u>	<u>-39.9%</u>	<u>25,875</u>	<u>37,953</u>	<u>-31.8%</u>
Pass./Complaint (D & U)	93,729	165,895	-43.5%	137,069	116,283	17.9%
Driving Hours/Comment	645	1,080	-40.3%	644	964	-33.2%
Driving Hrs/Comment (D&U)	2,192	3,904	-43.9%	3,412	2,953	15.5%
Accident Reports	35	32	9.4%	68	82	-17.1%
Preventable Accidents	22	19	15.8%	44	53	-17.0%
Percent Preventable	62.9%	59.4%	5.9%	64.7%	64.6%	0.1%
Miles/Prev. Accident	18,107	24,304	-25.5%	26,317	24,027	9.5%
Hours/Prev. Accident	1,992	2,671	-25.4%	2,869	2,619	9.6%
Unreported Accidents	3	1	200.0%	5	4	25.0%
Damage to Buses/Equip.						
Caused by CyRide	\$17,127	\$3,348	411.6%	32,629.62	\$13,575	140.4%
Caused by Others	\$3,848	\$1,424	170.2%	8,349.51	\$7,128	17.1%
Caused by Unreported	\$1,989	\$218	812.4%	\$2,495	\$2,044	22.1%
Claims by Others (#)	11	2	450.0%	17	6	183.3%
Claims by Others (\$)	\$15,250	\$201	7502.2%	\$19,820	\$5,301	273.9%
Personal Injury Claims	\$0	\$0	#DIV/0!	\$0	\$0	#DIV/0!
Operations Expense	\$1,813,969	\$1,818,405	-0.2%	\$4,905,937	\$4,957,743	-1.0%

<b>SYSTEM TOTAL</b>						
Passengers	1,874,582	2,156,632	-13.1%	5,071,554	5,465,297	-7.2%
Revenue Miles	247,450	380,215	-34.9%	911,054	1,057,269	-13.8%
Revenue Hours	34,770	36,981	-6.0%	100,267	102,107	-1.8%
Revenue Miles per Hour	7.1	10.3	-30.8%	9.1	10.4	-12.2%
Pass./Rev. Mile	7.6	5.7	33.6%	5.6	5.2	7.7%
Pass./Rev. Hour	53.9	58.3	-7.6%	50.6	53.5	-5.5%
Operations Expense	\$1,813,969	\$1,818,405	-0.2%	\$4,905,937	\$4,957,743	-1.0%
Maintenance Expense	\$584,551	\$572,895	2.0%	\$1,707,876	\$1,563,810	9.2%
Total Expenses	<u>\$2,398,520</u>	<u>\$2,391,300</u>	<u>0.3%</u>	<u>\$6,613,813</u>	<u>\$6,521,553</u>	<u>1.4%</u>
Farebox Revenue	\$63,758	\$70,315	-9.3%	\$184,679	\$210,644	-12.3%
Rev./Exp. Ratio	2.7%	2.9%	-9.6%	2.8%	3.2%	-13.5%
Oper. Exp./Passenger	\$1.28	\$1.11	15.4%	\$1.30	\$1.19	9.3%
Oper. Exp./Rev. Mile	\$9.69	\$6.29	54.1%	\$7.26	\$6.17	17.7%
Oper. Exp./Rev. Hour	\$68.98	\$64.66	6.7%	\$65.96	\$63.87	3.3%

# CYRIDE QUARTERLY OPERATIONS REPORT

January 1st, 2019 to March 31st, 2019 (3rd Quarter)

	FY 2019 3rd Qtr	FY 2018 3rd Qtr	% CHANGE	FY 2019 YTD	FY 2018 YTD	% CHANGE
<b>FIXED ROUTE</b>						
Fixed Route Passengers	1,861,331	2,140,334	-13.0%	5,029,567	5,416,460	-7.1%
Shuttle Passengers	1,371	1,204	13.9%	4,175	3,115	34.0%
Total Passengers	<u>1,862,702</u>	<u>2,141,538</u>	<u>-13.0%</u>	<u>5,033,742</u>	<u>5,419,575</u>	<u>-7.1%</u>
Transfers	7,354	8,995	-18.2%	24,359	29,638	-17.8%
Revenue Miles	231,959	361,873	-35.9%	864,891	1,005,498	-14.0%
Revenue Hours	33,458	35,381	-5.4%	96,404	97,618	-1.2%
Revenue Miles per Hour	6.9	10.2	-32.2%	9.0	10.3	-12.9%
Pass./Rev. Mile	8.0	5.9	35.7%	5.8	5.4	8.0%
Pass./Rev. Hour	55.7	60.5	-8.0%	52.2	55.5	-5.9%
Operations Expense	\$1,759,810	\$1,761,671	-0.1%	\$4,747,925	\$4,793,486	-1.0%
Maintenance Expense	<u>\$574,381</u>	<u>\$560,565</u>	<u>2.5%</u>	<u>\$1,674,706</u>	<u>\$1,529,178</u>	<u>9.5%</u>
Total Expenses	<u>\$2,334,191</u>	<u>\$2,322,236</u>	<u>0.5%</u>	<u>\$6,422,631</u>	<u>\$6,322,664</u>	<u>1.6%</u>
Farebox Revenue	\$59,995	\$66,518	-9.8%	\$173,690	\$199,587	-13.0%
Rev./Exp. Ratio	2.6%	2.9%	-10.3%	2.7%	3.2%	-14.3%
Exp./Passenger	\$1.25	\$1.08	15.6%	\$1.28	\$1.17	9.4%
Exp./Rev. Mile	\$10.06	\$6.42	56.8%	\$7.43	\$6.29	18.1%
Exp./Rev. Hour	\$69.77	\$65.64	6.3%	\$66.62	\$64.77	2.9%

<b>DIAL-A-RIDE</b>						
Passengers	2,167	2,211	-2.0%	6,093	6,698	-9.0%
Revenue Miles	9,449	11,016	-14.2%	26,456	31,195	-15.2%
Revenue Hours	857	1,142	-25.0%	2,438	3,190	-23.6%
Revenue Miles per Hour	11.0	9.6	14.3%	10.9	9.8	11.0%
Pass./Rev. Mile	0.23	0.20	14.3%	0.23	0.21	7.3%
Pass./Rev. Hour	2.5	1.9	30.6%	2.5	2.1	19.0%
Operations Expense	\$39,118	\$41,645	-6.1%	\$116,924	\$125,177	-6.6%
Maintenance Expense	\$0	\$0	#DIV/0!	\$0	\$0	#DIV/0!
Total Expenses	<u>\$39,118</u>	<u>\$41,645</u>	<u>-6.1%</u>	<u>\$116,924</u>	<u>\$125,177</u>	<u>-6.6%</u>
Farebox Revenue	\$3,763	\$3,797	-0.9%	\$10,989	\$11,057	-0.6%
Rev./Exp. Ratio	9.6%	9.1%	5.5%	9.4%	8.8%	6.4%
Exp./Passenger	\$18.05	\$18.84	-4.2%	\$19.19	\$18.69	2.7%
Exp./Rev. Mile	\$4.14	\$3.78	9.5%	\$4.42	\$4.01	10.1%
Exp./Rev. Hour	\$45.65	\$36.47	25.2%	\$47.96	\$39.24	22.2%

<b>MOONLIGHT EXPRESS</b>						
Passengers	9,713	12,883	-24.6%	31,719	39,024	-18.7%
Revenue Miles	6,042	7,326	-17.5%	19,707	20,576	-4.2%
Revenue Hours	455	458	-0.7%	1,425	1,299	9.7%
Revenue Miles per Hour	13.3	16.0	-17.0%	13.8	15.8	-12.7%
Pass./Rev. Mile	1.6	1.8	-8.6%	1.6	1.9	-15.1%
Pass./Rev. Hour	21.3	28.1	-24.1%	22.3	30.0	-25.9%
Operations Expense	\$15,041	\$15,089	-0.3%	\$41,088	\$39,080	5.1%
Maintenance Expense	<u>\$10,170</u>	<u>\$12,330</u>	<u>-17.5%</u>	<u>\$33,170</u>	<u>\$34,632</u>	<u>-4.2%</u>
Total Expenses	<u>\$25,211</u>	<u>\$27,419</u>	<u>-8.1%</u>	<u>\$74,258</u>	<u>\$73,712</u>	<u>0.7%</u>
Exp./Passenger	\$2.60	\$2.13	22.0%	\$2.34	\$1.89	23.9%
Exp./Rev. Mile	\$4.17	\$3.74	11.5%	\$3.77	\$3.58	5.2%
Exp./Rev. Hour	\$55.37	\$59.83	-7.4%	\$52.10	\$56.76	-8.2%

# CYRIDE QUARTERLY OPERATIONS REPORT

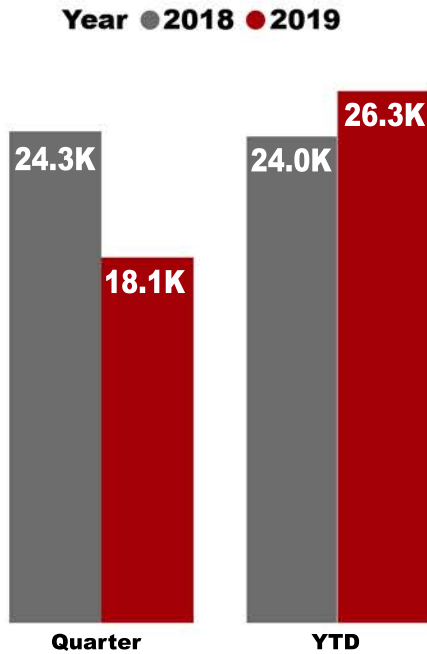
January 1st, 2019 to March 31st, 2019 (3rd Quarter)

	FY 2019 3rd Qtr	FY 2018 3rd Qtr	% CHANGE	FY 2019 YTD	FY 2018 YTD	% CHANGE
<b>OPERATIONS REVENUE</b>						
Farebox	\$63,758	\$70,315	-9.3%	\$184,679	\$210,644	-12.3%
Transit Contracts	\$281,689	\$303,927	-7.3%	\$281,905	\$303,927	-7.2%
I.S.U.	\$836,332	\$798,789	4.7%	\$836,332	\$798,789	4.7%
Student Body Government	\$2,294,123	\$2,221,599	3.3%	\$4,837,413	\$4,703,322	2.9%
City of Ames	\$91,007	\$118,642	-23.3%	\$1,111,894	\$1,094,256	1.6%
IDOT - STA	\$190,697	\$248,390	-23.2%	\$619,751	\$595,129	4.1%
Section 5307	\$0	\$0	#DIV/0!	\$0	\$0	#DIV/0!
Other Grants	\$28,141	\$130,952	-78.5%	\$101,103	\$295,929	-65.8%
Other	\$105,775	\$118,840	-11.0%	\$271,716	\$258,679	5.0%
Total Operating Revenue	<u>\$3,891,522</u>	<u>\$4,011,454</u>	<u>-3.0%</u>	<u>\$8,244,793</u>	<u>\$8,260,675</u>	<u>-0.2%</u>
<b>TOTAL EXPENSES</b>						
Administration	\$364,185	\$320,192	13.7%	\$882,877	\$861,967	2.4%
Safety & Training	\$92,296	\$87,914	5.0%	\$275,030	\$274,690	0.1%
Promotion	\$0	\$3,046	-100.0%	\$0	\$3,046	-100.0%
Bldg. & Grounds	\$144,025	\$147,531	-2.4%	\$288,070	\$322,106	-10.6%
Fixed Route	\$2,334,191	\$2,322,236	0.5%	\$6,422,631	\$6,322,664	1.6%
Dial-A-Ride	\$39,118	\$41,645	-6.1%	\$116,924	\$125,177	-6.6%
Moonlight Express	\$25,211	\$27,419	-8.1%	\$74,258	\$73,712	0.7%
Operating Total	<u>\$2,999,026</u>	<u>\$2,949,983</u>	<u>1.7%</u>	<u>\$8,059,790</u>	<u>\$7,983,362</u>	<u>1.0%</u>
Farebox Revenue	\$63,758	\$70,315	-9.3%	\$184,679	\$210,644	-12.3%
Farebox Rev./Exp. Ratio	2.1%	2.4%	-10.8%	2.3%	2.6%	-13.2%
Admin. Expense/Pass.	\$0.32	\$0.26	23.7%	\$0.29	\$0.27	6.6%
Admin. Exp./Rev. Mile	\$2.43	\$1.47	65.2%	\$1.59	\$1.38	14.8%
Admin. Exp./Rev. Hour	\$17.27	\$15.11	14.3%	\$14.42	\$14.32	0.7%
Total Expense/Passenger	\$1.60	\$1.37	17.0%	\$1.59	\$1.46	8.8%
Total Expense/Rev. Mile	\$12.12	\$7.76	56.2%	\$8.85	\$7.55	17.2%
Total Expense/Rev. Hour	\$86.25	\$79.77	8.1%	\$80.38	\$78.19	2.8%

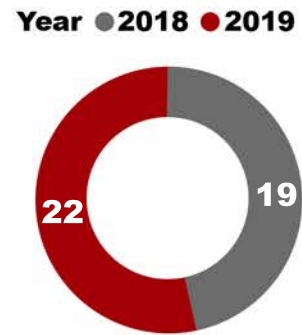
# CyRide Quarterly Operations Report

January 1st, 2019 to March 31st, 2019 (3rd Quarter)  
System Overview - Safety/Fleet

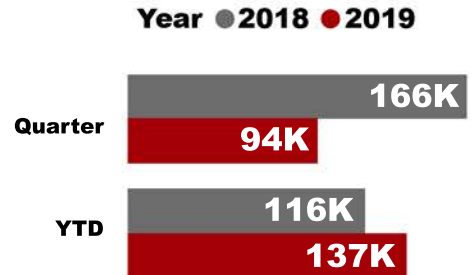
## Miles between Preventable Accidents



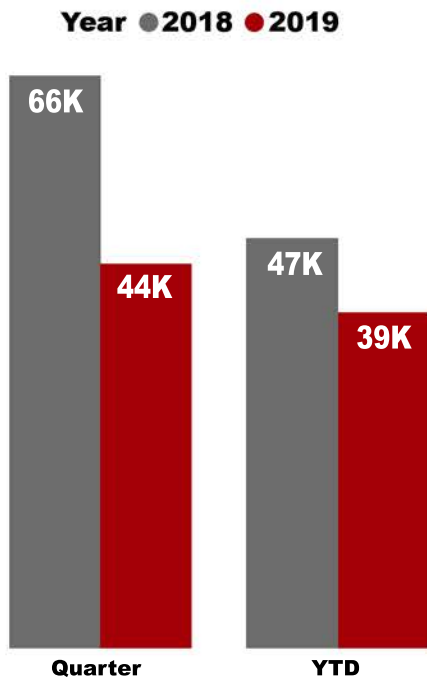
## Preventable Accidents 3rd Quarter



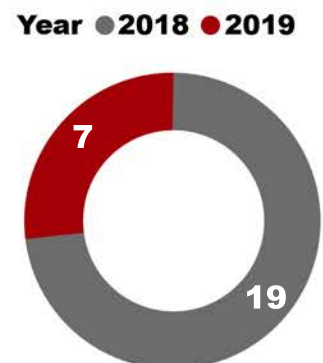
## Passengers per Comment



## Miles between Major Mechanical Issues



## Road Calls 3rd Quarter

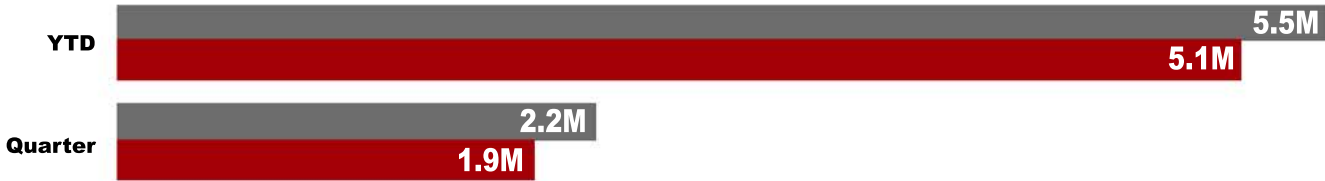


# CyRide Quarterly Operations Report

January 1st, 2019 to March 31st, 2019 (3rd Quarter)  
System Overview - Efficiency

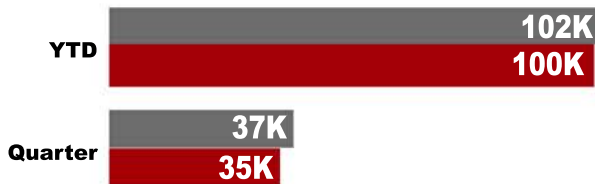
## Total Ridership

Year ● 2018 ● 2019



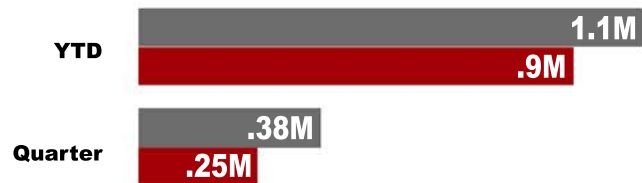
## Revenue Hours

Year ● 2018 ● 2019



## Revenue Miles

Year ● 2018 ● 2019



## Passengers per Revenue Hour

Year ● 2018 ● 2019



## Passengers per Revenue Mile

Year ● 2018 ● 2019





**CITY OF AMES  
CONFLICT OF INTEREST DISCLOSURE**



Name: \_\_\_\_\_  
Last
First
Middle

Position: \_\_\_\_\_ Department: \_\_\_\_\_  
**OR**

Board/Commission: \_\_\_\_\_

Please check all of the below that apply:

- You own all or a portion of a business.
- Your spouse, child, parent, or sibling owns all or a portion of a business.
- You are an employee of a business where you receive sales commissions or other pecuniary gains.
- Your spouse, child, parent, or sibling is an employee of a business where he/she receives sales commissions or other pecuniary gains

Note: An exception is made if you, your spouse, child, parent, or sibling own less than five percent of the outstanding stock of a corporation

Name of business	Name of owner/employee and relation to City employee	<u>Owner</u>	<u>Employee</u>
_____	_____		
_____	_____		
_____	_____		
_____	_____		
_____	_____		

A new form must be submitted annually and at the time of any changes.

**Acknowledgment of employee**

I have read and understand the Conflict of Interest Policies and Code of Ethics in Chapter 13 of the Purchasing Policies and Procedures. I agree to report promptly any direct or indirect interest and outside employment that arises during my employment at the City of Ames to comply with this policy and its procedures. Failure to comply may result in disciplinary action.

\_\_\_\_\_ Signature \_\_\_\_\_ Printed name \_\_\_\_\_ Date

Please direct questions to either your supervisor or the Purchasing Manager

## July 2019

Su	Mo	Tue	We	Th	Fri	Sat	Notes:
	1	2	3	4	5	6	Jul 04: <a href="#">Independence Day</a>
7	8	9	10	11	12	13	<b>July 11 at 4:15pm</b>
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31				

## August 2019

Su	Mo	Tue	We	Th	Fri	Sat	Notes:
				1	2	3	
4	5	6	7	8	9	10	<b>August 8 at 4:15pm</b>
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	

## September 2019

Su	Mo	Tue	We	Th	Fri	Sat	Notes:
1	2	3	4	5	6	7	Sep 02: <a href="#">Labor Day</a>
8	9	10	11	12	13	14	<b>September 12 at 4:15pm</b>
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30						

## October 2019

Su	Mo	Tue	We	Th	Fri	Sat	Notes:
		1	2	3	4	5	Oct 14: <a href="#">Columbus Day</a>
							Oct 31: <a href="#">Halloween</a>
6	7	8	9	<b>10</b>	11	12	<b>October 10 at 4:15pm</b>
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31			

## November 2019

Su	Mo	Tue	We	Th	Fri	Sat	Notes:
					1	2	Nov 11: <a href="#">Veterans Day</a>
							Nov 28: <a href="#">Thanksgiving Day</a>
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	<b>Board of Regents November 14</b>
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	

## December 2019

Su	Mo	Tue	We	Th	Fri	Sat	Notes:
1	2	3	4	5	6	7	Dec 25: <a href="#">Christmas Day</a>
8	9	10	11	<b>12</b>	13	14	<b>December 12 at 4:15pm – finals week</b>
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					