

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

November 14, 2019

1. CALL TO ORDER: 4:15 P.M.
2. Approval of October 23, 2019 Minutes
3. Public Comments
4. Rate Setting – Fares
5. Rate Setting – Passes
6. FY20/21 Budget Options
7. Partial Year Fuel Bid
8. 2020 HVAC Project Plans and Specifications
9. Transit Director's Report
10. Set Spring Semester Meeting Dates/Times
11. Fall Meeting Dates/Times:
  - December 12, 4:15 PM
12. Adjourn

## AMES TRANSIT AGENCY BOARD OF TRUSTEES

AMES, IOWA

October 23, 2019

The Ames Transit Agency Board of Trustees met on October 23, 2019 at 3:30 p.m. in CyRide's Conference room. President Bibiloni called the meeting to order at 3:35 p.m. with Trustees Cain, Nelson, and Schainker present. Absent were Trustees Schrader and Jeffrey.

**APPROVAL OF SEPTEMBER 16, 2019 MINUTES:** Trustee Cain made a motion to adopt the September 16, 2019 minutes as presented. Trustee Schainker seconded the motion. (Ayes: Four. Nays: None.) Motion carried.

Public in Attendance: Hans Riensche, ISU Student Government/CALS (College of Agriculture and Life Science), Sarah Lawrence, and Cathy Brown ISU Facilities Planning & Management.

**PUBLIC COMMENTS:** President Bibiloni mentioned an email all transit board members received from Kyle Poorman. The email requested an update regarding a prior email sent to Sheri Kyras, CyRide Transit Board, and City Council in May of 2019 asking CyRide to provide no-cost transportation to low income disabled Ames residents. Director Neal explained the email received in May was acknowledged. She went on to explain there could be significant costs associated with providing no cost services for disabled residents on the fixed routes because fares for Dial-A-Ride would also be at no cost. After discussion, Director Neal said staff could look into the matter and report back to the board on the costs to implement a plan, if desired.

Hans Riensche, ISU Student Government Senator/CALS (College of Agriculture and Life Science), addressed the transit board on behalf of his constituents regarding the PETA advertisements that were placed on CyRide buses. He shared concerns about whether the ads were misleading and/or deceptive. Director Neal acknowledged that these advertisements were controversial, but when advertisements of this nature are challenged in the legal system, the first amendment and rights to freedom of speech typically prevail.

**NEW BUS PURCHASE:** Director Neal stated CyRide was recently awarded two grants, an ICAAP and Volkswagen Settlement Grant, which will cover 97% of the costs to purchase 3 new 40' buses. The ICAAP Grant award is \$1,221,960 and the Volkswagen Settlement award is for \$170,640, leaving \$45,000 or 3% that must come from local funding dollars. CyRide is able to use the Iowa Department of Transportation's statewide bid for heavy duty buses, which lists Gillig as an approved vendor. Director Neal explained that CyRide's fleet has been standardized to Gillig buses and that Gillig has provided a preliminary price of \$450,000 per bus.

Rich Leners, Assistant Director of Fleet and Facilities, stated that it can take approximately 18 months for a bus to go into production from the date a bus is ordered and that the specifications are not complete until approximately 6 months before production, which can affect the final pricing. Director Neal added that the not-to-

exceed amount of \$1,437,600 is listed for the board's consideration to account for the final pricing that will come late in the purchase process.

Trustee Nelson made a motion to approve award to Gillig Corporation of Livermore, California in the not to exceed amount of \$1,437,600 for the purchase of three new 40' standard diesel buses. Trustee Schainker seconded the motion. (Ayes: Four. Nays: None.) Motion carried.

**COSTRUCTION PROJECT CLOSEOUT:** Director Neal explained the pavement replacement project at Ontario and California for the Green Route endpoint project has been completed to the satisfaction of staff and is ready to be closed out.

CyRide received four bids and awarded the project to Jensen Builders, Ltd, who was the low bid at \$47,000. There was one change order for the project in the amount \$1,425 to pour a sidewalk to meet ADA requirements, for a total contract sum of \$46,669. As of October 10, 2019, all work was completed and CyRide would like approval to proceed with payment of the unpaid 5% retainage of \$2,456.

Trustee Schainker made a motion to accept completion and approve the release of retainage for \$2,456 to Jensen Builders, Ltd. for the completion of the 2019 Pavement Improvements CyRide Bus Turnarounds Project. Trustee Cain seconded the motion. (Ayes: Four. Nays: None.) Motion carried.

**FY2018-2019 PRELIMINARY CLOSING BALANCE:** Director Neal stated the purpose of this and the next agenda item is to bring attention to the fund balance for budget discussions and to ensure that the board's priorities are being addressed. The transit board has set the directive that the operating closing balance should be between 7 and 10% of the operating budget and any additional money could be reallocated, by the board, to either operating or capital expenses.

CyRide will not have a final number until the audit process is completed in December, by the City of Ames, but the uncommitted closing balance is currently estimated to be \$4.7 million. Director Neal presented the fund activity by listing projects the board has already committed to and explained that \$2,250,000 must be kept for cash flow purposes because federal funding is not always received in the same budget year. The estimated uncommitted closing balance above 10% of operating expenses is \$329,728. The transit board can decide how to use the uncommitted amount now or wait for the final audited amount. The transit board agreed to wait for the final audited amount.

**FY2020-2021 SERVICE PLANNING:** Director Neal stated as part of the budgeting process staff brings possible service proposals for inclusion in budget discussions. If the board choses to modify CyRide services next year based on customer requests or staff suggestions, these modifications will need to be included in the 2020-2021 budget options presented in December. She explained a list of service requests from both customers and staff,

including estimated costs, and asked the board for direction on which proposals they would like staff to refine and bring to future budget discussions.

Trustee Schainker said he did not think the board was in a position to increase services the year. Director Neal stated these services are being present to ensure customers' requests are heard but ultimately any service decisions need to reflect board priorities.

Trustee Schainker asked about funding party history and revenue splits between the three local funding partners. Director Neal explained the annual percentage increase between the local funding partners has not always been equal; however, in the last few years they have been. Neal went on to explain the assumptions CyRide presented to the Student Fee Committee and were using as they prepared the FY21 budget year, which was a 4% increase for all funding partners. Trustee Schainker asked if restoring the Student Trust Fund balance should be a higher priority than service increases. There was further discussion about the Trust Fund and how efforts were made in the past to build the balance more quickly, including unequal contributions by the funding partners.

Director Neal said the two routes CyRide staff believes need to be improved are the #3 Blue route and #14 Peach route as they do not have enough time in their schedules to run their routes as currently designed. Neal explained the #3 Blue route is detouring due to a road closure on Wallace Road, in front of Gerdin Hall. This detour shortens the Blue route from its CyRide 2.0 alignment. She went on to explain if the route goes back to its CyRide 2.0 alignment the cost would be substantial. Staff would like to modify the route, to follow the current detour when construction ends. Director Neal reminded the board if they approve this option CyRide would need to go out for public comment to comply with Title VI.

Director Neal stated the #14 Peach route is currently not able to maintain the schedule effectively either due to heavy vehicular and pedestrian traffic along the Stange, Osborn, and Pammel corridors. To address this issue in the short-term, CyRide has been operating this service in a mini bus. Additional, board-approved extra hours are being used to complete at least one trip most afternoons. Staff is recommending modifying this route from 30 minutes to 40 minutes. Trustee Cain asked if a second bus could be added to this route in the morning to help passengers trying to get to classes. President Bibiloni agreed with Trustee Cain and directed CyRide staff to look at opportunities to revise the #14 Peach route to accommodate 20-minute service in the morning and 40-minute service the rest of the day.

Following the discussion of other service requests, the transit board asked Director Neal to further refine three service proposals for consideration in the budget discussions:

- #14 Peach route – Modify the route from 30 to 40 minutes and add 20 minute service in the morning, to accommodate passenger traveling to campus.
- #2 Green route – Look at options to deviate the route by Ames High School for more trips in the morning and afternoon.

- #3Blue route – Modify the route to the current detoured route.
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Trustee Schainker asked about the successfulness of the EASE serve to the East Ames Industrial area. He inquired if ridership had increased due to this route being a newer service and a more curb to curb solution for customers in the East Ames area. Director Neal said the EASE route was down year to date but up significantly over the last 12 months. She followed up by stating several passengers are using the service to get to employment in the corridor but less rides are being taken to the DMACC area, than the previous year.

**TRANSIT DIRECTOR’S REPORT:**

1. **Student Fee Committee Request** – A brief update was given about the Student Government Finance Committee meeting. Director Neal shared the trust fund balance, assumptions made, and the fee increase requested.
2. **Agency Safety Plan Update** – A brief update was given about the Federal requirement for all transportation systems to have a certified Agency Safety Plan in place by July 20, 2020. Director Neal discussed the Chief Safety Officer position, previously approved by the Transit Board, will need to be filled as quickly as possible. Trustee Cain asked what the scope of the position would be. Director Neal said the position needs to be audited and finalized by Human Resources but one of the requirements is the position must have a direct line of authority to the accountable executive.
3. **Conferences** – A summary of two recent conferences was shared with the board. Director Neal attended the Midwest Transit Conference in Kansas City to advance legislative priorities of interest to CyRide. Rich Leners, Assistant Director of Fleet and Facilities, and Directory Neal attended the APTA Transform Conference. They attended sessions regarding the Agency Safety Plan requirements, informational sessions on passenger experience, and new integrating technology.
4. **Ridership Statistics First Two Weeks of Fall Semester** – Director Neal shared first and second week ridership was down 17.5% and 13.5% respectively. Rob Jennings, Transit Scheduler/Administrative Analyst, stated September ridership was also down 5%, despite having 21 class days compared to 20 class days last year.

**FALL MEETING DATES/TIME:**

- November 14, 4:15 PM
- December 12, 4:15 PM

**Adjourn:** Trustee Schainker made a motion to adjourn the meeting at 4:56 p.m. and seconded by Trustee Cain.

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Juan Bibiloni, President

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Joanne Van Dyke, Recording Secretary

**CITY OF AMES, Iowa**

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

**FROM:** Barbara Neal

**DATE:** November 14, 2019

**SUBJECT:** Rate Setting - Fares

**BACKGROUND:** CyRide established its cash rate when it began service in 1976 at 50¢ per ride. Since that time, CyRide has modified its fares six times over the last 43 years of operation, as detailed below:

- August 1985 – Raised to 60¢ per ride
- May 1993 – Raised to 90¢ per ride
- May 1994 – Decreased to 75¢ per ride (as a result of lower revenues)
- March 2004 – Raised to \$1.00 per ride
- January 2012 – Raised to \$1.25 per ride
- May 12, 2018 – Lowered to \$1.00 per ride (modified as part of CyRide 2.0 system redesign to encourage community ridership)

**INFORMATION:** City Ordinances requires the Transit Board to formally establish fares for the next budget year. Preliminary farebox revenues, included in the budget, do not reflect a change in the fixed route or Dial-a-Ride fare structure, but staff is recommending a change to the Miscellaneous Revenue rates section.

This section of the resolution has not increased since 2013-2014. Since then, CyRide's expenses per hour have increased 21% and expenses per mile have increased 22%. CyRide staff is proposing two separate changes to this area of the resolution. The first change increases the shop rate from \$86.00 to \$105.00 per hour, an increase of 22%. This change would affect the rate charged for work completed by the CyRide maintenance department. This also would apply to warranty work completed on new vehicles. The second increase would affect the shuttle rates. Staff is proposing increasing these two rates from \$86.00 to \$95.00 per hour, an increase of 10%. Staff is recommending an increase to the shuttle rates over the next two years to align with the shop rate. The intent of phasing this increase is to allow anyone who contracts shuttle service from CyRide to make adjustments to their budgets more gradually.

If approved by the Transit Board of Trustees, the fare structure will become effective on May 20, 2020. CyRide will honor current pricing for existing shuttle commitments already made for the summer of 2020.

The attached sheet "Rate Setting Resolution 2020-1" details the proposed 2020-2021 rate structure changes.

**ALTERNATIVES:**

1. Approve the 2020-2021 rates, which reflect **changes** to the Miscellaneous Revenues section from the 2019/2020 rate structure.
2. Approve the 2020-2021 rates, which reflect **no changes** to the 2019-2020 rate structure.
3. Modify rates per board priorities.

**RECOMMENDATION:**

The Transit Director recommends approving Alternative #1, which reflects changes to the Miscellaneous Revenue section, but no changes in the other fare structures from the 2019-2020 rate structure. This alternative will encourage community ridership and assist residents in providing an economical alternative to move throughout the community.

**AMES TRANSIT AGENCY BOARD OF TRUSTEES**

**RATE SETTING RESOLUTION 2020-1**

BE IT RESOLVED by the Ames Transit Agency Board of Trustees, pursuant to rate setting authority granted by Section 26A.8, Ames Municipal Code, that:

**SECTION ONE – CyRide Rates Effective May 9, 2020**

**Fixed Route Fares**

\$ 1.00	Regular cash fare
\$ .50	Reduced cash fare (K-12, Medicare, Medicaid, persons over 65, persons with a disability)
\$ 5.00	10-ride reduced fare ticket book (\$.50 per ride)
\$ 10.00	10-ride regular fare ticket book, (\$1.00 per ride)
\$ 35.00	Regular fare monthly pass.
\$ 17.00	Reduced fare monthly pass (K-12, Medicare, Medicaid, persons over 65, persons with a disability)
\$ 130.00	Regular Fare Semester Pass (fall and spring). Price varies depending on date purchased.
\$ 65.00	Reduced Fare Semester Pass (fall and spring). Price varies depending on date purchased.
\$ 120.00	Regular Fare Winter Pass. November to spring break. Price varies depending on date purchased.
\$ 60.00	Reduced Fare Winter Pass. November to spring break. Price varies depending on date purchased.
\$ 80.00	Regular Fare Summer Pass
\$ 40.00	Reduced Fare Summer Pass
\$ 260.00	Regular Fare School Year Pass. Price varies depending on date purchased. (May also be used in conjunction with tickets or cash on Dial-A-Ride.)
\$ 130.00	Reduced Fare School Year Pass. Price varies depending on date purchased.
Free	Children under six years of age accompanied by a person age 13 or older (maximum of three children per rider).
Free	Attendant accompanying and assisting ADA-eligible person
\$ 10.00	Replacement fee for lost or stolen passes
\$ 1.00	Fare for person not assisting passenger riding with ADA-eligible passenger is same fare as an ADA-eligible passenger



**RATE SETTING RESOLUTION 2020-1**

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**Dial-A-Ride Fares**

\$ 2.00	Dial-A-Ride cash fare for passengers eligible under the ADA or HIRTA bucks equal to \$2.00.
\$ 6.00	Dial-A-Ride cash fare for all ADA-eligible passengers riding to or from a point more than 3/4 mile from the nearest fixed route operating at the time of the ride.
\$ 18.00	Dial-A-Ride cash fare for general public (not ADA eligible).
Free	Attendant accompanying and assisting ADA-eligible person on Dial-A-Ride
\$ 2.00	Fare for person not assisting Dial-A-Ride passenger riding with DAR eligible passenger is same fare as Dial-A-Ride eligible passenger's fare
Free	ISU students who are ADA eligible traveling within ¼ mile of a fixed route operating at the time of the ride.

**Miscellaneous Revenue**

\$ 105.00	Shop rate per hour
\$ 95.00	Shuttle rate, as subcontractor, to other bus operators, one-hour minimum
\$ 95.00	Shuttle rate for every hour after the minimum
Variable	Fuel surcharge for shuttle service

Enacted this 14th day of November 2019

AMES TRANSIT AGENCY BOARD OF TRUSTEES:

BY: \_\_\_\_\_  
Juan Bibiloni, President

**CITY OF AMES, Iowa**

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

**FROM:** Barbara Neal

**DATE:** November 14, 2019

**SUBJECT:** Rate Setting - Passes

**BACKGROUND:** CyRide established its pass rate when it began service in 1976 at \$20.00 per month. Since that time, CyRide has modified its fares six times over the last 43 years that it has been in operation, as detailed below:

- August 1985 – Raised to \$22.00 per month
- May 1993 – Raised to \$30.00 per month
- May 1994 – Decreased to \$25.00 per month (as a result of lower revenues)
- March 2004 – Raised to \$35.00 per month
- January 2012 – Raised to \$40.00 per month
- May 12, 2018 – Lowered to \$35.00 per month (modified as part of CyRide 2.0 system redesign to encourage community ridership)

**INFORMATION:** City Ordinances requires the Transit Board to formally establish fares for the next budget year. Preliminary farebox revenues included in the budget do not reflect a change in the fare structure.

The attached sheet entitled, “Rate Setting Resolution 2020-2” details the current rate structure, with basic pass prices listed below:

<b>Fare Type</b>	<b>Fixed Route Regular Fare</b>	<b>ISU Discounted Fare</b>	<b>Fixed Route Reduced Fare (K-12, Medicare, Medicaid, persons over 65, persons with a disability)</b>
<b>Monthly Pass</b>	\$ 35.00	N/A	\$ 17.00
<b>School Year Pass</b>	\$260.00	\$155.00	\$130.00
<b>Semester Pass</b>	\$130.00	\$ 80.00	\$ 65.00
<b>Winter Pass</b>	\$120.00	\$ 70.00	\$ 60.00

**ALTERNATIVES:**

1. Approve the 2020-2021 rates reflecting no changes from the 2019-2020 rate structure.
2. Modify rates per board priorities.

**RECOMMENDATION:**

The Transit Director recommends approving Alternative #1 with no changes in the fare structure. This alternative will encourage community ridership and assist residents in providing an economical alternative to move throughout the community.

**AMES TRANSIT AGENCY BOARD OF TRUSTEES**

**RATE SETTING RESOLUTION 2020-2**

BE IT RESOLVED by the Ames Transit Agency Board of Trustees, pursuant to rate setting authority granted by Section 26A.8, Ames Municipal Code, that:

SECTION ONE – CyRide Rates Effective May 9, 2020

**REDUCED FARE PASSES**

**2020 SUMMER REDUCED FARE PASS**

<b>PURCHASE DATE</b>	<b>Expiration Date</b>	<b>Price</b>
Friday, May 1, 2020 – Monday, August 31, 2020	August 31, 2020	\$40.00

**2020 FALL REDUCED FARE PASS**

<b>PURCHASE DATE</b>	<b>Expiration Date</b>	<b>Price</b>
Monday, August 10, 2020 – Friday, September 11, 2020	December 31, 2020	\$65.00
Saturday, September 12, 2020 –Thursday, December 31, 2020	December 31, 2020	\$50.00

**2020/21 SCHOOL YEAR REDUCED FARE PASS**

<b>PURCHASE DATE</b>	<b>Expiration Date</b>	<b>Price</b>
Monday, August 10, 2020 – Friday, September 11, 2020	June 1, 2021	\$130.00
Saturday, September 12, 2020 – Friday, December 4, 2020	June 1, 2021	\$115.00
Saturday, December 5, 2020 – Friday, February 12, 2021	June 1, 2021	\$65.00
Saturday, February 13, 2021 – Monday, May 31, 2021	June 1, 2021	\$50.00

**2020/21 WINTER REDUCED FARE PASS**

<b>PURCHASE DATE</b>	<b>Expiration Date</b>	<b>Price</b>
Monday, November 2 – Friday, December 4, 2020	March 19, 2021	\$60.00
Saturday, December 5, 2020 – Friday, March 19, 2021	March 19, 2021	\$40.00

**RATE SETTING RESOLUTION 2020-2**

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**REGULAR FARE PASSES**

**2020 SUMMER REGULAR FARE PASS**

<b>PURCHASE DATE</b>	<b>Expiration Date</b>	<b>Price</b>
Friday, May 1, 2020 – Monday, August 31, 2020	August 31, 2020	\$80.00

**2020 FALL REGULAR FARE PASS**

<b>PURCHASE DATE</b>	<b>Expiration Date</b>	<b>Price</b>
Monday, August 10, 2020 – Friday, September 11, 2020	December 31, 2020	\$130.00
Saturday, September 12, 2020 – Thursday, December 31, 2020	December 31, 2020	\$100.00

**2020/21 SCHOOL YEAR REGULAR FARE PASS**

<b>PURCHASE DATE</b>	<b>Expiration Date</b>	<b>Price</b>
Monday, August 10, 2020 – Friday, September 11, 2020	June 1, 2021	\$260.00
Saturday, September 12, 2020 – Friday, December 4, 2020	June 1, 2021	\$230.00
Saturday, December 5, 2020 – Friday, February 12, 2021	June 1, 2021	\$130.00
Saturday, February 13, 2021 – Monday, May 31, 2021	June 1, 2021	\$100.00

**2020/21 WINTER REGULAR FARE PASS**

<b>PURCHASE DATE</b>	<b>Expiration Date</b>	<b>Price</b>
Monday, November 2 – Friday, December 4, 2020	March 19, 2021	\$120.00
Saturday, December 5, 2020 – Friday, March 19, 2021	March 19, 2021	\$80.00

SECTION TWO -- \$10.00 Replacement fee for lost or stolen passes

SECTION THREE – Other Conditions

Other conditions pertaining to any Semester Pass are:

1. One person may not use the pass of another, unless the original issue has sold it to the new user, the sale registered in the Ames Transit Agency Office, and the pass replaced by the Ames Transit Agency Office. The person to whom it has been sold may then use the pass.
2. Misuse of the pass may result in confiscation and cancellation of the pass without a refund.

Enacted this 14th day of November 2019.

AMES TRANSIT AGENCY BOARD OF TRUSTEES

By: \_\_\_\_\_  
Juan Bibiloni, President

**CITY OF AMES, Iowa**

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

**FROM:** Barbara Neal

**DATE:** November 14, 2019

**SUBJECT:** FY20/21 Budget Options

**BACKGROUND:** CyRide staff annually presents a baseline budget to the Transit Board, as part of the budgetary process. In addition, CyRide staff includes an "a la carte" menu for possible additions to the baseline budget materials prepared for the December board meeting discussions.

The chart below provides information on the timeline needed to complete the service modifications and budgeting process by the January 21 deadline, which is required by CyRide's intergovernmental agreement for 2020-2021 budget approval.

<b>Board Meeting</b>	<b>Activity</b>
<b>November</b>	<b>Approval</b> of service modifications, including dollar amounts, to be included in baseline budget or "a la cart" options
<b>December</b>	<b>Review and/or Approve</b> 2020-2021 budget - with dollar amounts to address board priorities for service modifications
<b>January</b>	<b>Approve</b> 2020-2021 budget - with dollar amounts to address board priorities for service modifications

**INFORMATION:** At the October board meeting, the Transit Board directed staff to further refine three service proposals for consideration in the December budget meeting discussions. Proposals for the #2 Green Route, #3 Blue Route, and #14 Peach Route were requested for possible inclusion in the 2020-2021 budget. Each is briefly described below:

**#2 Green Route Modification:**

Currently, the #2 Green Route deviates to Ames High School (AHS) 6 times per day on weekdays, with three trips in the morning and three trips in the afternoon.

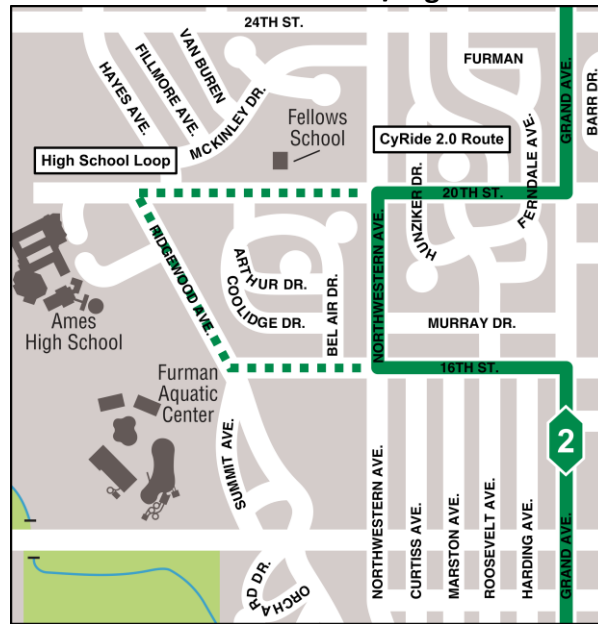
Staff, students, and parents at Ames High School have requested additional service during peak times to provide a direct route to the high school. The board requested staff during the October board meeting to further refine an option where #2 Green deviates to AHS in the mornings and afternoons. CyRide staff identified the peak times for #2 Green to deviate are from 6:30am – 9:00am and 3:30pm – 6:30pm. The morning time period includes eight westbound and five eastbound trips, increasing the number of trips by 10 trips (3 to 13). The afternoon/evening time period includes nine

westbound and 10 eastbound trips, increasing the number of trips by 16 trips (3 to 19). These 26 additional AHS route deviations would require an additional bus during these peak times to accommodate the extended #2 Green trip length. CyRide eliminated the loop to the high school under CyRide 2.0 as recommended by the consultant within the system redesign process, as the route was continually late. Adding a bus to the route will allow the buses to remain on-time leaving every 20 minutes from the endpoints. The affected trips are highlighted in the timetables below:

<b>Green West (from Mall)</b>	
<b>Current</b>	<b>Proposed</b>
6:32 AM	6:32 AM
6:52 AM	6:52 AM
7:12 AM	7:12 AM
7:31 AM	7:31 AM
7:52 AM	7:52 AM
8:12 AM	8:12 AM
8:32 AM	8:32 AM
8:52 AM	8:52 AM
9:12 AM	9:12 AM
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2:52 PM	2:52 PM
3:12 PM	3:12 PM
3:32 PM	3:32 PM
3:52 PM	3:52 PM
4:12 PM	4:12 PM
4:32 PM	4:32 PM
4:52 PM	4:52 PM
5:12 PM	5:12 PM
5:32 PM	5:32 PM
5:52 PM	5:52 PM
6:32 PM	6:32 PM

<b>Green East (from 20<sup>th</sup> St)</b>	
<b>Current</b>	<b>Proposed</b>
7:03 AM	7:03 AM
7:43 AM	7:43 AM
8:03 AM	8:03 AM
8:23 AM	8:23 AM
8:43 AM	8:43 AM
9:03 AM	9:03 AM
9:23 AM	9:23 AM
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3:02 PM	3:02 PM
3:22 PM	3:22 PM
3:42 PM	3:42 PM
4:02 PM	4:02 PM
4:22 PM	4:22 PM
4:42 PM	4:42 PM
5:02 PM	5:02 PM
5:22 PM	5:22 PM
5:42 PM	5:42 PM
6:02 PM	6:02 PM
6:22 PM	6:22 PM
6:50 PM	6:50 PM

## #2 Green Route Northwestern Ave/High School Loop Map



Currently only six trips/day follow the High School Loop.  
Under this proposal, there would be 26 trips in addition to those trips.

***Estimated Annual Cost for deviating Green Route past AHS during peak times: \$58,706***

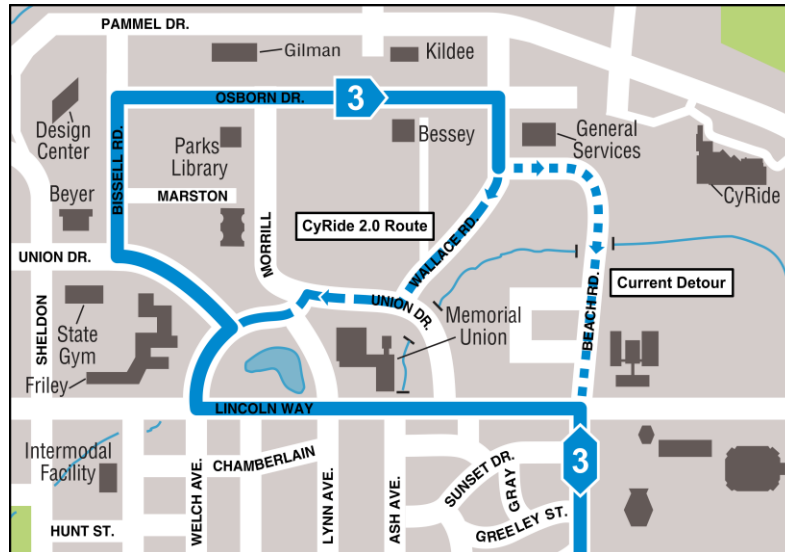


### 3# Blue Route Modification:

Currently, the #3 Blue Route detours its route due to the road closure on Wallace Road in front of Gerdin Hall, which is undergoing a facility expansion. This detour shortens the Blue route from its CyRide 2.0 alignment that normally would travel back to the Lower Friley area. The board asked staff during the October board meeting to consider permanent modification of the #3 Blue Route to follow its current detour route after construction has ended.

**Estimated Annual Cost for Modifying Blue Route: *\$30,000 savings***

#### #3 Blue Route – Portion Under Consideration



\*The #3 Blue Route would continue to follow the route designated by small dashes on Beach Rd. See note below.

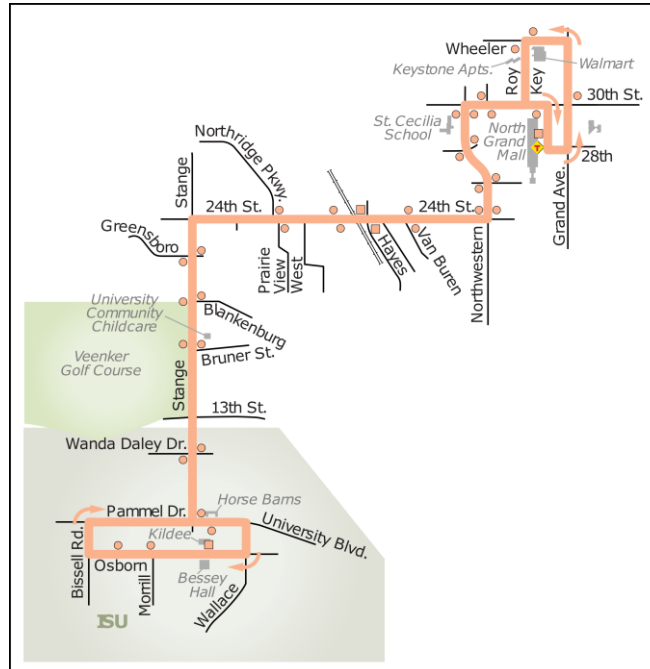
**#14 Peach Route Modification**

The #14 Peach Route is currently not able to maintain the schedule effectively due to heavy vehicular and pedestrian traffic along the Stange, Osborn, and Pammel corridors. To address this issue in the short-term, CyRide has been operating this service in a mini bus. Additional, board-approved extra hours are being used to complete at least one trip almost every afternoon. The board requested staff during the October board meeting to further refine an option that modifies the #14 Peach Route from 30 to 40 minutes and adds an additional bus from approximately 7:40am until 10:15am, creating a 20-minute schedule during these hours, to accommodate passengers traveling to campus.

Staff has analyzed ridership data and identified that the majority of rides into campus approximately begin at 7:30am and extend until 10:00am. Adding a bus to create a 20-minute schedule would mitigate some of the impact created by this extended 40 minute headway needed to meet the route length of the service. This is shown in the timetable below.

<b>Peach (from Mall)</b>	<b>Peach (from Mall)</b>
<b>Current (30 min)</b>	<b>Proposed 20 min (7:30 – 10AM) 40-min (6:40 – 7:20AM &amp; after 10:00 AM)</b>
6:40 AM	6:40 AM
7:10 AM	7:20 AM
7:40 AM	7:40 AM
8:10 AM	8:00 AM
8:40 AM	8:20 AM
9:10 AM	8:40 AM
9:40 AM	9:00 AM
10:10 AM	9:20 AM
10:40 AM	9:40 AM
11:10 AM	10:00 AM
11:40 AM	10:40 AM
12:10 PM	11:20 AM
12:40 PM	12:00 PM
1:10 PM	12:40 PM
1:40 PM	1:20 PM
2:10 PM	2:00 PM
2:40 PM	2:40 PM
3:10 PM	3:20 PM
3:40 PM	4:00 PM
4:10 PM	4:40 PM
4:40 PM	5:20 PM
5:10 PM	6:00 PM
5:40 PM	6:40 PM
6:10 PM	
6:40 PM	

## #14 Peach Route



\*Stange, Osborne, and Pammel limit the ability of 14 Peach during heavier traffic periods on and off campus. See note below.

### ***Estimated Annual Cost for an additional Peach Route Bus: \$30,676***

\*Additionally, public meetings will be required if major service reductions occur on either the #3 Blue route or the #14 Peach route. A major service reduction is defined as any service change that reduced passenger miles on a route by more than 10%.

### **ALTERNATIVES:**

1. Direct staff to prepare the baseline budget for the 2020-2021 to **include** the #3 Blue Route and the #14 Peach Route.

***Net cost for Blue and Peach route services - \$676***

2. Direct staff to prepare an Option 1, in addition to the baseline budget, for the 2020-2021 to include the #2 Green Route additional service past Ames High School.

***Net cost for Blue, Peach, and Green route additional services - \$59,382***

3. Direct staff to prepare an option(s), in addition to the baseline budget, for the 2020-2021 budget that incorporates a board-directed dollar increase in operating expenses to fund the Transit Board's service change priorities.
4. Direct staff to present only a baseline budget for the 2020-2021 budget that does **NOT** include #3 Blue route, #14 Peach route or #2 Green route.

**RECOMMENDATION:**

The Transit Director's recommendation is approval of Alternative #1 or #2. Staff believes service modifications to the #3 Blue route and #14 Peach route need to be addressed next year to correct significant schedule issues, thus they should be added to the baseline budget. Staff also believes including the #2 Green route in the "a la carte" options, increasing the overall operating budget by \$59,382, allows greater accessibility for passengers in need of closer transit service to the High School.

**CITY OF AMES, Iowa**

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

**FROM:** Barbara Neal

**DATE:** November 14, 2019

**SUBJECT:** Partial Year End Fuel Bid

**BACKGROUND:** CyRide has been purchasing fuel on a calendar year basis since 2014 when fuel futures contracts were last used for budget stabilization. Since then, CyRide has been bidding fuel on mark-up / deduct on market rate on a calendar year basis. Purchasing fuel in this manner has put the fuel contract out of synch with the rest of the commodities CyRide purchases. Since futures contracts will not be used again in the foreseeable future, a six month contract was recently bid so that fuel purchases can be aligned with the fiscal year. In May 2020, CyRide will bid fuel again for the next fiscal year.

**INFORMATION:** On October 28, 2019 CyRide, with the assistance of the City of Ames Purchasing Division, released RFP 2020-053 for the purchase of diesel fuel from January 1, 2020 through June 30, 2020. Bids were due on November 6, 2019 and three suppliers provided bids.

CyRide staff performed a bid analysis using the quantities of fuel consumed from January 1, 2019 to June 30, 2019. Diamond Oil of Des Moines, IA had the low bid based on this analysis. Even though Keck Energy had the larger discount on #1 and #2 diesel, Diamond Oil had the best total price overall. This is because they had the most aggressive discount on biodiesel. A copy of the bid tabulation and bid analysis are included with this agenda item for reference. CyRide anticipates using 187,500 gallons of fuel during the contract period for a total not-to-exceed contract amount of \$515,625. The not-to-exceed contract amount is based on the approved FY20 budget price of \$2.75 per gallon.

**ALTERNATIVE:**

1. Approve award to Diamond Oil as the overall lowest bidder for fuel purchases from January 1, 2020 until June 30, 2020 at a not-to-exceed contract amount of \$515,625.
2. Reject Alternative #1 and direct staff to modify the fuel bid to reflect Transit Board priorities.

**RECOMMENDATION:**

The Transit Director recommends approval of alternative #1, approving contract award to Diamond Oil of Des Moines, IA for fuel purchases from January 1, 2020 until June 30, 2020 at a not-to-exceed contract amount of \$515,625.

<b>CITY OF AMES, IOWA</b>				
Ph: 515-239-5125 * Fax: 515-239-5325 Mike Adair, Procurement Specialist II				
<b>Bid No. 2020-053</b>				
<b>Ames Transit Agency 2018 Fuel Purchases</b>	<b>Supply of #1 Dyed ULSD Diesel</b>	<b>Supply of #2 Dyed ULSD Diesel</b>	<b>Biodiesel Pricing</b>	<b>Magellan's Cold Flow Improver</b>
<b>1/1/20 through 6/30/20</b>				
<b>BIDDERS</b>				
<b>Diamond Oil</b>	<b>-\$0.03</b>	<b>-\$0.016</b>	<b>-\$1.10</b>	<b>\$0.0105</b>
<b>Keck Energy</b>	<b>-\$0.035</b>	<b>-\$0.0181</b>	<b>-\$0.65</b>	<b>\$0.01</b>
<b>Petroleum Traders Corp.</b>	<b>-\$0.0357</b>	<b>\$0.0203</b>	<b>\$0.0184</b>	<b>\$0.04</b>

**Bid No. 2020-053**

**Previous Winning Bid Comparison**

Year	Supplier	Supply of #1 Dyed ULSD	Supply of #2 Dyed ULSD	Biodiesel Pricing	Magellan's Cold Flow Improver
2020	Diamond Oil	-\$0.0300	-\$0.0160	-\$1.1000	\$0.0105
2019	Diamond Oil	-\$0.0330	-\$0.0180	-\$1.160	-\$0.010
2018	Keck Engergy	-\$0.0330	-\$0.0180	-\$1.160	\$0.012
2017	Keck Engergy	-\$0.0310	-\$0.0180	-\$1.030	\$0.012
2016	Keck Engergy	-\$0.010	-\$0.010	-\$0.850	\$0.0125

**Bid No. 2020-053**

	#1 ULSD	#2 ULSD	5% Biodiesel	Magellan's Cold Flow Improver
Diamond Oil	-\$0.0300	-\$0.0160	-\$1.1000	\$0.0105
Keck	-\$0.0350	-\$0.0181	-\$0.6500	\$0.0100
Petroleum Traders	-\$0.0357	\$0.0203	\$0.0184	\$0.0400

**Pro Forma Fuel Budget**

Assumptions	Annual Gallons	#1 ULSD	#2 ULSD	5% Biodiesel	Magellan's Cold Flow Improver	Total Gallons Diesel & Biodiesel	Total Budget Amount
		15,000	152,400	4,958	0	172,358	\$473,984.50
	Price	\$2.01	\$2.35	\$3.32	\$0.00		
Diamond Oil		\$29,748	\$354,970	\$11,007	\$0		\$395,724.84
Keck		\$29,673	\$354,650	\$13,238	\$0		\$397,560.90
Petroleum Traders		\$29,663	\$360,502	\$16,552	\$0		\$406,716.49

Date	Gallons	Percentage B100	Gallons	Total Gallons Delivered
1/4/2019	7499	0	0	7499
1/15/2019	7300	0	0	7300
1/24/2019	7302	0	0	7302
1/29/2019	7301	0	0	7301
1/29/2019	7300	0	0	7300
2/8/2019	7301	0	0	7301
2/13/2019	7300	0	0	7300
2/18/2019	7302	0	0	7302
2/25/2019	7302	0	0	7302
3/5/2019	7302	0	0	7302
3/12/2019	6935	5	365	7300
3/20/2019	6933	5	365	7298
4/1/2019	6933	5	365	7298
4/1/2019	6934	5	365	7299
4/10/2019	6933	5	365	7298
4/17/2019	6648	5	350	6998
4/25/2019	6651	5	350	7001
5/2/2019	6651	5	350	7001
5/6/2019	6650	5	350	7000
5/9/2019	6654	5	350	7004
5/31/2019	6652	5	350	7002
6/5/2019	6651	5	350	7001
6/12/2019	6648	5	350	6998
6/20/2019	6318	5	333	6651
<b>Totals:</b>	<b>167400</b>		<b>4958</b>	<b>172358</b>

\*Subtraced 15,000 gallons from #2 diesel to approximate the amount of #1 that will be purchased.

IOWA D.O.T. RACK RATES	
Tuesday, November 5, 2019	
Ultra LS Diesel	2.3239
Ultra LS Diesel	1.9958
Unleaded 87	1.9073
Ethanol	1.6169
84CBOB	1.7961
E-70	1.6707
E-75	1.6617
E-85	1.6438
U87E10	1.7562
Biodiesel B100-(N)	3.3200

**CITY OF AMES, Iowa**

**MEMO TO:** Ames Transit Board of Trustees  
**FROM:** Barbara Neal  
**DATE:** November 23, 2019  
**SUBJECT:** 2020 HVAC Project Plans and Specifications

**BACKGROUND:** Facilities and equipment in poor condition, as defined by the Transit Asset Management (TAM) Plan, receive the highest priority for replacement. CyRide staff had originally planned to replace the bus wash and associated heating, ventilation and air conditioning (HVAC) equipment during the 2019 Bus Wash Renovation Project. However, the grant award for the bus wash project was funded at less than the requested amount. As a result, bus wash area HVAC improvements were deferred and added to a list of HVAC improvements to be completed at a later time. The revised list of needed HVAC improvements exceeded Iowa Public Transit Infrastructure Grant (PTIG) award amounts, so the HVAC improvements were split into two phases. Plans and specifications for facility HVAC improvements included in phase 1, including bus wash area equipment, are now ready for bid.

**INFORMATION:** In June CyRide was notified that it would be the recipient of \$521,098 PTIG award for facility HVAC improvements which is 80% of the project cost. The total project budget is \$651,373 and the project is listed in the current CIP, updated capital plan attached. The equipment scheduled to be replaced as part of the project ranges in age from 15 to 36 years old. All of the equipment being replaced is past its useful life.

The project needs to be obligated by January 10, 2020, under the terms and conditions of the grant award. Although the design consultant fast tracked the project, there is a possibility that we will be unable to meet this deadline with the upcoming holidays. Should this happen, CyRide staff will request an obligation extension from the Office of Public Transit. With that being said, the project will be bid in the current fiscal year, although actual construction work will not start until July 1, 2020.

Plans and specifications are now ready and a final project bid estimate is being prepared. A bid set of plans and specifications will be available for review at the Board Meeting. Upon project approval from the Transit Board, the A&E consultant and CyRide staff will work with the City of Ames Purchasing Division to bid the project. Bid information, including dates, will be presented at the next Board Meeting. Detailed budget information can be found in the table on the next page.



Description	Amount
Iowa Public Transit Infrastructure Grant (80%)	\$521,098
Local Matching Funds (20%)	\$130,275
<b>Total Project Budget</b>	<b>\$651,373</b>

**ALTERNATIVE:**

1. Approve the plans and specifications for the CyRide 2020 HVAC Improvements Project.
2. Reject Alternative #1 and direct staff to modify the project to reflect Transit Board priorities.

**RECOMMENDATION:**

The Transit Director recommends approval of alternative #1, approving the CyRide 2020 HVAC Project plans and specifications so they may be released for bid. Approval of the plans and specifications will allow CyRide to move forward with replacing several pieces of equipment that are past their useful life.

**Transit Director's Report  
November 2019**

**1. Equity Analysis**

The SRF consultant has completed the federally required Title VI Equity Analysis on CyRide's two site finalists for a second facility (sites #13 and #17) at a cost of \$8,700, under the board approved \$10,000 budget for this project. The results of this analysis found that locations identified and evaluated for CyRide's second maintenance facility were selected without regard to race, color, or national origin. Additionally, an evaluation of the poverty rate, minority population rate, and Limited English Proficiency (LEP) rate in the vicinities of the two sites shows no disparate impact would occur should either of these sites be selected. This conclusion is based on the fact that the rates of poverty, minority population, and LEP are lower in the Census Block Groups for these sites than the countywide averages.

The public meetings on these sites did not identify any fatal flaws with either site; however, there was a preference for site #13 by the some of the individuals who were present, or provided written comments, citing traffic, site-line and residential concerns with site #17. Additionally, nearby sites were also suggested through this process. A copy of the final document is available for review on CyRide's website or in writing upon request.

With the completion of this document, CyRide is closer to completing federal requirements, which would allow a second facility site to be included in a grant application. CyRide staff is currently working on revising its facility space needs analysis, in light of its lower fleet size. More detailed information will be provided to board members in February 2020.

**2. Bus Shelter at Lincoln Way and Beach**

CyRide has received several complaints regarding lack of lighting at the bus shelter located on the southeast corner of Lincoln Way and Beach. Originally, a shelter light was not installed due to complications with wiring, underground trenching, and multiple utility conflicts in the area. Solar lighting was not considered due to multiple trees and bushes in the area.

With the continuing growth of vegetation in this area, CyRide agrees that lighting needs to be installed. CyRide staff is working with ISU and City of Ames Electric staff to determine the closest electrical connection to the shelter. CyRide is also working with a contractor to bore and dig an electric supply wire to the shelter. The electric contractor is trying to get the work done before the ground freezes.

**3. Resident Satisfaction Survey**

The results of the 37nd annual Resident Satisfaction Survey have been released, which collected information from city residents about a variety of City of Ames services, including CyRide. Overall, reported satisfaction with CyRide declined from last year. In the 2018 survey, 94.6% of respondents indicated they were either very or somewhat satisfied with CyRide, with 5.4% being very or somewhat dissatisfied. In comparison, this year's survey reported that 89.0% of respondents were very or somewhat satisfied, and 11.0% were very or somewhat dissatisfied.

There were approximately 105 comments received in the survey that were specific to CyRide. The general category for each response was as follows:

- Service Not Available When Needed (4)
- Positive Experiences (17)
- Don't Need / Use Service (16)
- Occasionally Use Service (6)

- Frequently Use CyRide (2)
- Takes Too Long (7)
- Concerns About CyRide 2.0 (9)
- More Service Requested (20)
- Too Focused on ISU (2)
- Bus Crowding (2)
- Difficult To Ride With Children (3)
- Reliability (3)
- Cost (3)
- Other Comments (11)

There was a variety of helpful feedback submitted as part of this survey. Some comments received have been addressed by previous transit board actions, such as increasing #12 Lilac service during the midday, extending #11 Cherry into the evening, and adding the EASE route as part of the CyRide 2.0 redesign. Residents highlighted several areas where CyRide service could be improved and staff will review opportunities to address these situations.

The full Resident Satisfaction Survey is available on the City of Ames website, at [www.cityofames.org/rss2019](http://www.cityofames.org/rss2019).

**4. Snow and Ice Removal for CyRide Bus Stops RFQ**

The City of Ames Purchasing Division recently bid bus stop snow and ice removal. Three contractors bid to provide the service. Property Service Agency of Ames submitted the low bid. The contract can be renewed annually for up to four years.

**5. Federal Triennial Review**

CyRide received official notice this month that it needs to compile documentation and answer questions in 19 compliance areas by December 20, 2019, for its federal Triennial Review, which will be held at an undetermined date in 2020. Preparation for this audit, answering questions, and compiling information will take hundreds of hours for CyRide to prepare during an already busy time of year. There will be significant challenges for staff, with the budget, capital planning, and daily work all needing to be completed at this same time.

**6. Bus Wash Construction Update**

Closeout of the bus wash replacement construction project has been delayed due to supply problems with a fire door. Plans and specifications called for replacing a large overhead fire door at the south end of the bus wash bay. The contractor has been unable to obtain the door from their distributor and is working on resolving the issue. No date has been given for resolution of the problem.

**CITY OF AMES, Iowa**

**MEMO TO:** Ames Transit Board of Trustees  
**FROM:** Barbara Neal  
**DATE:** October 23, 2019  
**SUBJECT:** Set Spring Semester Dates/Times

**BACKGROUND:** Transit Board meetings are currently held monthly on the second Thursday of every month at 4:15pm. December 12, 2019, is the last scheduled meeting date and time. The Board will need to discuss future dates and time for the spring semester. Listed below are spring semester dates if the board chooses to continue meeting on the second Thursday at 4:15pm. If the Board desires a different day or time, please bring any possible days and times that may work for a standing meeting date and time.

Month	Date	Time	Notes
January	9 <sup>th</sup>	4:15pm	ISU on Holiday Break
February	13 <sup>th</sup>	4:15pm	
March	12 <sup>th</sup>	4:15pm	
April	9 <sup>th</sup>	4:15pm	
May	14 <sup>th</sup>	4:15pm	
June	11 <sup>th</sup>	4:15pm	

# 2020 Calendar

## January

S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## February

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

## March

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## April

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

## May

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## June

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

## July

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## August

S	M	T	W	T	F	S
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## September

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

## October

S	M	T	W	T	F	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## November

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## December

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

# December

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b> Transit Board Mtg. 4:15pm	<b>13</b>	<b>14</b>
<b>15</b>	<b>16</b> Finals ←	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b> Graduate Commencement →	<b>21</b> Undergraduate Commencement
<b>22</b>	<b>23</b>	<b>24</b> City & University Holiday	<b>25</b> City & University Holiday	<b>26</b>	<b>27</b>	<b>28</b>
<b>29</b>	<b>30</b>	<b>31</b>				
					<b>2019</b>	