

AMES TRANSIT AGENCY BOARD OF TRUSTEES
CYRIDE CONFERENCE ROOM

December 20, 2019

1. CALL TO ORDER: 11:15 A.M.
2. Recognition of Outgoing Board Member
3. Approval of November 14, 2019 Board Minutes
4. Public Comments
5. Story County Medical Center MOU Renewal
6. Corrected 2020-2021 Rate Setting Resolution - Fares
7. FY2021 Budget
8. Transit Director's Report
9. Spring Meeting Dates/Times:
 - January 9, 2020, 4:15PM
 - February 13, 2020, 4:15PM
 - March 12, 2020, 4:15PM
 - April 9, 2020, 4:15PM
 - May 14, 2020, 4:15PM
 - June 11, 2020, 4:15PM
10. Adjourn

AMES TRANSIT AGENCY BOARD OF TRUSTEES

AMES, IOWA

November 14, 2019

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

APPROVAL OF OCTOBER 23, 2019 MINUTES: Trustee Nelson made a motion to adopt the October 23, 2019 minutes as presented. Trustee Schrader seconded the motion. (Ayes: Six. Nays: None.) Motion carried.

Public in Attendance were Sarah Lawrence and Cathy Brown ISU Facilities Planning & Management and Lauris Olsen, Story County Supervisor.

PUBLIC COMMENTS: None.

RATE SETTING - FARES: Director Neal said CyRide requires the transit board to approve fares for the next budget year. The Miscellaneous Revenue section of the CyRide fares structure has not increased since 2013-2014 and staff is proposing an increase to the shop and shuttle rates. CyRide staff is asking the transit board to consider a shop rate increase from \$86.00 to \$105.00, due to expenses increasing by 21% and expenses per mile increasing by 22% for work that CyRide maintenance bills back for warranty and accident restitution.

The second increase would affect the shuttle rates. Staff is recommending the shuttle rates be increased over the next two years to reflect increased operating costs. The first year increase would raise the rate from \$86.00 to \$95.00, which is an increase of 10%. Staff is also recommending honoring existing contracts at the current rate, so those utilizing the service can adjust their budgets in the future.

Transit Director Neal recommends approval of Alternative #1 that reflects changes to the Miscellaneous Revenue section and no changes to the fare structure from the 2019-2020 rate structure, with an effective date of May 9, 2020. CyRide will honor current pricing for existing shuttle commitments already made for the summer of 2020.

Trustee Schainker made a motion to approve the 2020-2021 rates, which reflect changes to the Miscellaneous Revenues section from the 2019/2020 rate structure. Trustee Jeffries seconded the motion. (Ayes: Six. Nays: None.) Motion carried.

RATE SETTING - PASSES: Director Neal told the transit board this rate reflects no changes to the fare structure. This item has the same requirement as the Rate Setting for Fares and requires transit board approval for next year's budget.

Director Neal recommends approving Alternative #1 with no changes in the fare structure.

Trustee Nelson made a motion to approve the 2020-2021 rates reflecting no changes from the 2019-2020 rate structure. Trustee Jeffries seconded the motion. (Ayes: Six. Nays: None.) Motion carried.

FY20-21 BUDGET OPTIONS: Director Neal said CyRide staff presented service options to the Transit Board as part of the budgetary process at the October board meeting. At that meeting, the transit board directed staff to redefine three service proposals: #2 Green route, #3 Blue route, and #14 Peach route for consideration in the December budget meeting discussions.

Director Neal explained the #2 Green Route currently only deviates to the high school six times per weekday; 3 times in the morning and 3 times in the afternoon. The board requested staff 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. It is from 6:30am – 9:00am and 3:30pm – 6:30pm. This would increase the number of trips deviating to the Ames high school from 3 to 13 trips in the morning and from 3 to 19 trips in the afternoon.

Transit board members said the estimated \$59,000 cost for additional trips to the high school is a relatively low amount and the service would be both inclusive and advantageous for passengers going to the high school. But, before the board takes action, they would like to have more historical data to determine the number of passengers this would affect and more information to determine if the level of service being recommended meets the need. Director Neal explained CyRide has ridership numbers into campus, but has no data as to the actual number of passengers boarding and alighting at the High School stop. Shari Atwood, Transit Planner, mentioned Nelson Nygaard consultants did gather stop level data when working on CyRide 2.0 and perhaps that data would provide some information, but it was a one day count and may not represent ridership on other days.

Trustee Nelson reminded the board that next year the parking lot at the Ames High School would not be available with the construction of the new high school, so this higher level of service might be quite advantageous to Ames High.

Trustee Jeffrey asked how we could better promote the Green route service and emphasized planning public outreach to promote riding the bus, if the board approves a higher level of service in the area. She would like to have staff come up with creative solutions to make it more attractive to ride the bus and increase ridership in the area.

Director Neal explained currently, the #3 Blue Route detours its route due to the road closure on Wallace Road. 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, which would result in a \$30,000 savings.

Director Neal stated the #14 Peach Route is currently not able to maintain the schedule effectively due to heavy vehicular and pedestrian traffic. The board requested staff refine an option that modifies the #14 Peach Route from 30 to 40 minutes and adds an additional bus from approximately 7:30am until 10:05am, creating a 20-minute schedule during these hours to accommodate passengers traveling to campus.

Director Neal recommended approval of Alternative #1 or #2. Alternative 1 would include the #3 Blue route and the #14 Peach route into the baseline budget for the 2020-2021. She went on to state 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. She went on to explain, alternative 2 directs 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. Including the #2 Green route in the "a la carte" options and increasing the overall operating budget by \$59,382 would allow greater accessibility for passengers in need of closer transit service to the High School.

Trustee Schainker asked what happens if none of the options are included in the baseline. Director Neal explained returning the #3 Blue to the original CyRide 2.0 alignment would require an additional bus be added to the schedule all day at a cost of \$250,000. She stated this is why inclusion of the #3 Blue route modifications was recommended to be included in the baseline budget to permanently correct the Blue route timing issue, resulting in a cost savings to CyRide and its funding partners.

Neal explained at a minimum, she requests the #3 Blue route be included in the baseline. If the board would prefer for staff to prepare two options in addition to the baseline budget for the 2020/21 fiscal year staff could do this for the December meeting. Staff would present an option 1 to include 20 minute #14 Peach Route service in the morning and an option 2 to include the additional #2 Green Route service past Ames High School. Under this scenario the Board would have the detailed financial information with each option. Each option would detail the total local cost, each local funding partner's share in dollars, and the percentage increase in funding levels necessary.

A lengthy discussion regarding the level of service necessary to best serve the Ames High School occurred. Trustee Nelson suggested Director Neal reach out to Ames Community Schools, specifically Jeff Hawkins, to determine if the level of service being

proposed is appropriate and if this would fill the gap requested by customers and parents. Director Neal was also asked what she anticipated the baseline increase would be to the funding partners. She stated she had not finalized the budget, but she was not anticipating an increase greater than 4% for each funding partner. She reminded the board this was presented to the Student Government Fee Committee and was lower than the 5% maximum agreed to under CyRide 2.0 changes.

Trustee Nelson made a motion to direct staff to prepare the baseline budget to include #3 Blue route and option 1 that included the #14 Peach route and Option 2 the #2 Green route for additional trips past the high school for 2020-2021 for the next meeting. Trustee Jeffrey seconded the motion. (Ayes: Six. Nays: None.) Motion carried.

PARTIAL YEAR FUEL BID: Director Neal said CyRide has previously purchased fuel on a calendar year basis but would like to change the bid process to the fiscal year to align with all of our other contracts. An RFP was released in October 28, 2019, for January 1 – June 30, 2020, with bids due November 6, 2019. Staff completed the bid analysis and Diamond Oil of Des Moines was the low bid.

CyRide performed a bid analysis using the quantities of fuel consumed from January 1, 2019 to June 30, 2019 which was approximately 187,500 gallons of fuel. The current budget amount for fuel is \$2.75 per gallon. CyRide staff is requesting a not-to-exceed amount of \$515,625 for fuel purchases from January 1, 2020 to June 30, 2020 to Diamond Oil based on past fuel usage and FY20 budgeted fuel pricing. Trustee Schainker inquired how much fuel CyRide has consumed to date this calendar year. Assistant Director, Rich Leners, stated he did not have that data currently but could research it and provide it at a later date, if the board desires.

Director Neal recommended approval of Alternative #1 to 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.

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

2020 HVAC PROJECT PLANS AND SPPECIFICATIONS: Director Neal said some original HVAC equipment is in poor condition and past its useful life, as defined by the Transit Asset Management (TAM) Plan. It has received the highest priority for replacement. Total project cost is \$652,373, with PTIG award of \$521,098 or 80% and 20% local match.

Director Neal recommends approval of alternative #1, approving the CyRide 2020 HVAC Project plans and specifications, so they may be released for bid.

Trustee Schainker made a motion to approve the plans and specifications that will allow CyRide to move forward with replacing several pieces of equipment that are past their useful life. Trustee Jeffrey seconded the motion. (Ayes: Six. Nays: None.) Motion carried.

TRANSIT DIRECTOR'S REPORT:

- 1) Federally required Title VI Equity Analysis for Sites 13 and 17 was completed; locations were found to be selected within the parameters. Public meetings revealed no fatal flaws and preference for site 13.
- 2) Electrical supply for the bus shelter at Lincoln way and Beach is being installed, since solar power is not an option with surrounding vegetation, weather permitting.
- 3) Resident Satisfaction survey results show satisfaction with CyRide has declined; 11% of respondents are very or somewhat dissatisfied and 89% said they were satisfied. Fortunately, many of the services that were requested have already been addressed or added. Other areas where responses indicated CyRide service could be improved will be addressed and reviewed by staff.
- 4) CyRide will use the contractor that the City Purchasing Department found to have the lowest bid, Property Service Agency, for snow and ice removal at bus stops.
- 5) Triennial review will be some time in 2020. CyRide staff will be attending training for the review December 12-13, 2019, in Kansas City, MO.
- 6) Bus wash close out has been delayed, as contractor is having trouble with the fire door supply.

SET SPRING SEMESTER MEETING DATES/TIMES: Second Thursday at 4:15 p.m. of every month: January 9, February 13, March 12, April 9, May 14, and June 11.

FALL MEETING DATES/TIME:

- December 20, 11:15 A.M.

Adjourn: Trustee Jeffries made a motion to adjourn the meeting at 4:59 p.m. and seconded by Trustee Nelson. Meeting adjourned.

Juan Bibiloni, President

Joanne Van Dyke, Recording Secretary

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees
FROM: Barbara Neal
DATE: December 20, 2019
SUBJECT: Recognition of Outgoing Board Member

BACKGROUND: Under the municipal code for the City of Ames, which created the Ames Transit Agency, one of the seats on the Transit Board of Trustees is subject to term expiration at the end of this year.

INFORMATION: The December 20, 2019, transit board meeting will be the last official meeting for Trustee Chris Nelson. The board will recognize Chris during this meeting for his vision, dedication, and service to the CyRide board.

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees
FROM: Barbara Neal
DATE: December 20, 2019
SUBJECT: Story County Medical Center MOU Renewal

BACKGROUND: CyRide received an email requesting the renewal of a Memorandum of Understanding (MOU) with Story County Hospital (SCH) to provide transportation services during an emergency. Story County Hospital is located in Nevada, Iowa.

INFORMATION: The MOU between SCH and CyRide was last executed on July 11, 2018 and expired on July 31, 2019. In past years, CyRide has entered into similar agreements with Mary Greeley Medical Center (MGMC) in Ames; however, CyRide does not have an agreement with MGMC at this time.

The SCH request for renewal is similar to other emergency service MOU's for fire and police service to support the area. The MOU has been reviewed by the City of Ames, Legal Department.

Please find attached the MOU entitled *Emergency Services Agreement*.

ALTERNATIVE:

1. Approve the *Emergency Services Agreement* with Story County Hospital for emergency transportation services.
2. Approve the *Emergency Services Agreement* with Story County Hospital for emergency transportation services, with modifications provided by board members.
3. Do not approve an *Emergency Services Agreement* with Story County Hospital for emergency transportation services.

RECOMMENDATION:

The Transit Director recommends approval of alternative one. Approval of the agreement supports emergency preparedness for the Hospital when an emergency proclamation has been declared.

EMERGENCY SERVICES AGREEMENT

This Emergency Services Agreement is entered into the ____ day of January, 2020 between the Ames Transit Agency d/b/a City of Ames (CyRide) located at 601 N. University Blvd., Ames, Iowa 50010 and Story County Hospital (SCH) located 640 South 19th Street, Nevada, Iowa 50201.

STATEMENT OF THE PARTIES INTENTIONS

CyRide and SCH desire to enter into an Emergency Services Agreement where CyRide shall provide emergency transportation services as allowed by Federal Transit Administration regulations, if an emergency proclamation is declared by Story County.

TERMS AND CONDITIONS

- 1. **Product.** CyRide agrees to provide bus transportation to SCH at the highest priority to the hospital after meeting its daily service requirements, as determined by the agency’s Transit Director. These services will be made to the hospital and/or any other available site designated by SCH. These services will be provided as quickly as possible, and no later than 2 hours after official notification. Transportation will be provided within a 30-miles radius of Ames.
- 2. **Pricing.** SCH is purchasing the above services at CyRide’s standard published rate each year for additional services.
- 3. **Billing.** SCH will require an itemized invoice consistent with its established purchasing procedures.
- 4. **Ordering.** CyRide has provided the following names and phone numbers to be called in the event of an emergency:
 Ames Transit Agency (CyRide) - Dispatcher 239-5560
 Hours Office is Open:
 M-Th 5:30 am to 12:30 am
 Fri 5:30 am to 12:30 am (non-ISU school days) and 2:30 am on (ISU school days)
 Sat 7:00 am to 12:30 am (non-ISU school days) and 2:30 am on (ISU school days)
 Sun 8:00 am to 11:30 pm
 Barbara Neal – Director(Cell) 515-520-9234
- 5. **Term and Termination.** The term of this agreement shall begin on January 1, 2020 and shall expire on December 31, 2022. This agreement may be terminated by either party with a sixty (60) day written notification.

IN WITNESS WHEREOF, the parties to this agreement have executed this agreement as of the date first written above.

Ames Transit Agency

Story County Hospital

By: _____
Title: _____

By: _____
Title: _____

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees
FROM: Barbara Neal
DATE: December 20, 2019
SUBJECT: Corrected 2020-2021 Rate Setting Resolution - Fares

BACKGROUND: At the November 14, 2019, Transit Board Meeting the board approved the 2020-2021 rates, with no changes to the fare structure for fixed route or Dial-A-Ride services.

INFORMATION: After the meeting, two items in the Dial-A-Ride fare structure were found to be no longer relevant. To correct these items, effective January 1, CyRide will no longer be selling or offering HIRTA bucks for payment of Dial-A-Ride services provided by HIRTA. CyRide will be allowing the yellow \$1.00 (regular fare) tickets to be used to pay fares for Dial-A-Ride service. This change will allow our customers more flexibility with the yellow tickets, which can be used for Dial-A-Ride service as well as CyRide’s Fixed Route service.

The other item needing modification is the \$6.00 fare for ADA eligible passengers riding to or from a point more than $\frac{3}{4}$ of a mile from a fixed route. This fare was approved in the 2010-2011 rate setting resolution, when another contractor implemented a rate increase and no fixed route operated in the area, since that time we have switched contractors and fixed route service has been added. This area of the contract has not been revisited since these changes were made. This rate is not currently being charged with our current contract provider and should be adjusted to reflect the correct rate of \$2.00 per ride for Dial-A-Ride trips provided within the City of Ames.

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

ALTERNATIVES:

1. **Approve** the corrected 2020-2021 rate setting resolution fares, to reflect **changes** to the Dial-a-Ride fare structure section from the previous approved 2020-2021 rate structure.
2. **Do not approve** the corrected 2020-2021 rate setting resolution fares, which reflects no change to the previous approved 2020-2021 rate structure.

RECOMMENDATION:

The Transit Director recommends approving Alternative #1, which reflects what is currently being done by HIRTA and should have no budget impact.

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
Two full fare fixed route tickets may be used by passengers eligible under the ADA for DAR fare 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 3/4 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 20th day of December 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: December 20, 2019

SUBJECT: FY2021 Budget

BACKGROUND: CyRide staff annually develops and presents budget proposals for consideration by the Transit Board of Trustees. These proposals reflect anticipated revenues and expenses for the next budget year. Under the Intergovernmental Agreement between Iowa State University, Student Government (SG), and the City of Ames, the Transit Board of Trustees is required to approve a budget by January 21st of each year.

INFORMATION: This budget and corresponding service plan, along with the capital plan that will be presented, supports the agency goal of connecting people to their community with safe and efficient transportation that exceeds customer expectations. It also supports the community goal of reducing carbon emissions and providing a sustainable community in which to live.

The budget supports several initiatives to address declining ridership. One initiative is to gather stop level data so that changes in ridership patterns can be recognized and service modified more quickly. Better stop level data would also allow for improved placement of stop amenities. Another broad initiative is to improve the passenger experience by providing more and better information. The current passenger information system can be expanded to let waiting passengers know the number of seats remaining on the next arriving bus. Inside the bus, passengers would be able to watch monitors that show the next stops along the route and the estimated time to arrive there. Buses could become more secure with the ability to send real-time video to dispatchers at CyRide and the Ames or ISU Police Departments.

To move these initiatives forward, there will need to be an investment in technology. Grant opportunities can be pursued to assist with funding. CyRide will also need to invest in training and developing employees at all levels of the organization to reach organizational objectives. A staff of well-rounded employees will also fulfill a secondary objective of developing new leaders within the organization.

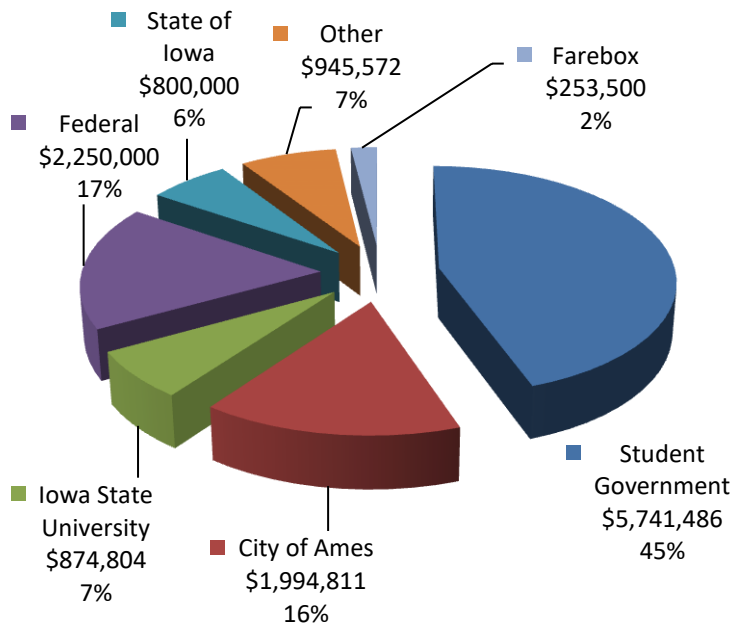
Budgeted expenditures are expected to be balanced by anticipated revenues and reserves. A few modest service modification options will be presented for the next fiscal year. In recognition of declining ridership and revenues, a slight increase in support provided by the

funding partners has been requested. Moving forward, CyRide staff will be actively working to develop and implement strategies to stabilize ridership in a cost-effective manner.

Current Year (FY2019/20) Budgeted Revenues:

The graph and table below shows CyRide’s revenue sources for the current fiscal year. Revenue contributions by the three local funding partners were approved by the Transit Board in January 2019.

Fiscal Year 2019/20 Budgeted Revenues



Partner	Revenues	
Student Government	\$5,741,486	45%
City of Ames	\$1,994,811	16%
Iowa State University	\$874,804	7%
Federal	\$2,250,000	17%
State of Iowa	\$800,000	6%
Other	\$945,572	7%
Farebox	\$253,500	2%
	\$12,860,173	

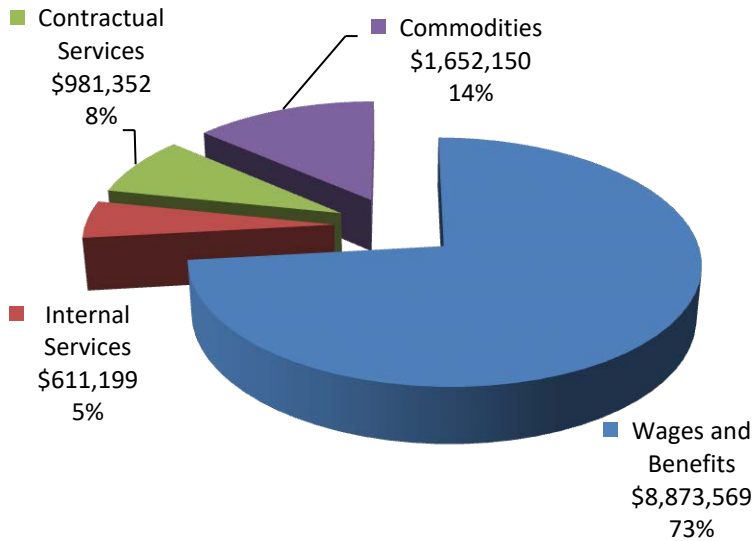
- **State of Iowa** – The State of Iowa contribution is budgeted at \$800,000. Revenue received to date is 28.7% lower than one year ago. This is likely due to the timing in receiving this funding.
- **Other Revenue** – This includes items such as advertising, transit contracts, reimbursements, interest income, etc. Other revenues are currently budgeted at \$945,572.
- **Fare Revenue** – For the current budget year, fare revenue is budgeted at \$253,500. This revenue is 1.8% lower than one year ago. However, fixed route cash fares and reduced fare monthly passes are higher than anticipated.

For the first four months of the current fiscal year compared to the same period one year ago, the 2019/20 budget is showing a 17.8% decrease in revenues. As mentioned above, this decrease is primarily due to a timing issue. Adjusting for timing, fare revenues are trending down but all other budget revenues are close to the adopted budget increase of 4.6%.

Current Year (FY2019/20) Budgeted Operating Expenses:

The graph and table below shows CyRide’s operating expenses for the current fiscal year. It does not include transfers to support the capital plan. These expenditures show what was approved by the Transit Board in January 2019. Any expenditure outside the norm for the first four months of the current budget year is detailed.

Fiscal Year 2019/20 Budgeted Expenses



Category	Expenses	
Wages and Benefits	\$8,873,569	73%
Internal Services	\$611,199	5%
Contractual Services	\$981,352	8%
Commodities	\$1,652,150	14%
Other	\$600	0%
	\$12,118,870	

- Wages and Benefits** – This is the largest expense in the CyRide budget. For the current budget year, wages and benefits are budgeted at \$8,873,569. For the first four months of the year, the cost of wages and benefits have risen 4.4%. Much of the increase is related to the union contract on-call pay increase from \$1.00 to \$5.00 per hour, as well as an unanticipated increase in sick leave usage throughout the organization.
- Commodities** – For the current year fuel, parts, lubricants, and other commodities account for \$1,652,150 of expenses. Fuel is currently budgeted at \$2.75 per gallon. Compared to one year ago expenditures in this area are up 11.8%. Much of this increase is related to purchasing parts to maintain and repair CyRide equipment and facilities.
- Contractual Services** – For the current year contractual items account for \$981,352 of expenses. Compared to one year ago this expenditure has increased slightly. The two primary items driving the increase are executive recruiting services and additional training for staff to meet upcoming federally mandated FTA regulations.

- **Internal Services** – For the current year Internal Services account for \$611,199 of CyRide’s expenses. Compared to one year ago internal services are lower; however, for fiscal year 2020/2021 they are projected to increase by 4.9%.

For the first four months of the current fiscal year compared to the same period one year ago, CyRide is projecting a 0.5% increase in expenses. Based on first quarter projections, expenses are significantly lower than planned in the current year’s adopted budget increase of 3.2%.

Reserve Fund Balances

CyRide maintains reserve funds in three separate accounts to provide financial stability to the organization. Reserves are kept in the Operations Fund (closing balance), Capital Reserve Fund, and Student Government (SG) Trust Fund. The following summarizes anticipated fund balances for the 2019/20 budget year.

Transit Operations Fund Closing Balance – CyRide maintains a closing balance to address unanticipated needs, meet the City’s reserve requirements for cash flow purposes, and to meet local match requirements for grant opportunities. The 2019/20 budget preserves the Board’s goal of maintaining a 7.5% to 10% closing balance. The Operating Closing balance is anticipated to be as follows:

Fund Activity	Dollars
Preliminary Closing Balance	\$4,741,097
2019/2020 Federal Funds (cash flow reserves)	\$2,250,000
Closing Balance for 2018/2019	\$1,099,051
Board Commitment to Iowa DOT New Bus Local Match	\$102,520
Board Commitment to Low No Grant BEB Local Match	\$495,620
ICAPP Grant for Plum Route Repaid to the SG Trust Fund	\$464,178
Total Committed Operations Funds	\$4,411,369
Anticipated Uncommitted Closing Balance	\$329,728

Transit Capital Reserve Fund – The balance remaining in the Capital Reserve Fund at the end of the current fiscal year is anticipated to be \$246,552. This balance will be carried over as the beginning balance for the next fiscal year to fund the purchase of rolling stock and next year’s facility improvement projects.

Transit Student Government Trust Fund – This fund is used to stabilize contributions from the Student Government (SG) to CyRide’s operating budget. The fund balance fluctuates based on ISU enrollment, SG approved fees, and service levels. The 2019/20 SG Trust Fund is projected to end this fiscal year with a balance of \$410,704. This is below the desired balance goal of \$500,000 set by the committee. Refer to attached ISU Student Fees and Trust Fund Summary.

2020/21 Operating Budget Discussion

FY2020/21 Operating Budget Request Summary

	City of Ames Year-End Actuals		CyRide		
	2017/18 Actual	2018/19 Actual	2019/20 Adopted	2020/21 Requested	% Change 2019/20 Adopted to 2020/21 Requested
REVENUES					
Funding Partner Contributions					
Student Government (SG)	\$ 5,006,687	\$ 5,191,896	\$ 5,741,486	\$ 5,864,986	2.2%
SG Trust Fund Transfer	\$ 94,000	\$ 235,904			
City of Ames	\$ 1,821,696	\$ 1,900,843	\$ 1,994,811	\$ 2,037,720	2.2%
Iowa State University	\$ 798,789	\$ 836,332	\$ 874,804	\$ 893,621	2.2%
Federal, State, Fares, and Other Revenue					
Federal Government	\$ 2,407,338	\$ 2,676,517	\$ 2,250,000	\$ 2,250,000	0.0%
Other (advertising, reimbursements, etc.)	\$ 936,719	\$ 852,475	\$ 945,572	\$ 776,023	-17.9%
State of Iowa	\$ 781,007	\$ 795,495	\$ 800,000	\$ 800,000	0.0%
Fares	\$ 261,726	\$ 226,786	\$ 253,500	\$ 227,000	-10.5%
Total Revenues	\$ 12,107,962	\$ 12,716,248	\$ 12,860,173	\$ 12,849,350	-0.1%
EXPENDITURES					
Expenditures by Category					
Personal Services	\$ 7,776,559	\$ 7,892,836	\$ 8,873,569	\$ 8,802,838	-0.8%
Internal Services	\$ 569,864	\$ 585,563	\$ 611,199	\$ 640,926	4.9%
Contractual Services	\$ 1,233,759	\$ 1,137,437	\$ 981,352	\$ 1,011,942	3.1%
Commodities	\$ 1,254,550	\$ 1,332,143	\$ 1,652,150	\$ 1,630,100	-1.3%
Other	\$ 1,436	\$ 179,968	\$ 600	\$ 600	
Total Expenditures	\$ 10,836,168	\$ 11,127,947	\$ 12,118,870	\$ 12,086,406	-0.3%

The baseline budget for local funding partners with a requested 2.2% increase is shown in the summary. It will be discussed later as part of the overall budget consideration. The following revenue assumptions are included in the revenue sources.

- Federal Government Funding** – This revenue represents FTA funding sources such as section 5307, section 5310, and Small Transit Intensive Cities (STIC) to support operations. The amount of assistance provided by the federal government is being budgeted at \$2,250,000. STIC funding increases have been introduced in Congress, but support for these changes is unknown at this time.

- **Other Revenue** – This revenue source is expected to be down \$169,549 from the current budget year.
- **State of Iowa Funding** – This revenue source comes from the State Transit Assistance (STA) funding. It is derived from a percentage of fees collected for new motor vehicle registrations. The amount of assistance provided by the State of Iowa is expected to remain unchanged at \$800,000 for the 2020/21 budget year. Requests for STA funding increases will be introduced in the Iowa Legislature, but the likelihood of passage is unknown at this time.
- **Fare Revenue** – This revenue source is set at \$253,500 in the current budget. For the 2020/21 budget proposal, this number has been reduced by \$26,500 to account for declining ridership.

FY 2020/21 Budget Operating Expense Assumptions:

The 2020/21 budget operating expenses proposal represents a decrease of 0.3% compared to operating expenses in the 2019/20 adopted budget. The following information shows proposed operating expenses by category.

- **Wages and Benefits** – This expenditure is being decreased by 0.8% overall for 2020/21. A portion of this reduction is due to efficiencies under the CyRide 2.0 route structure, resulting in fewer driver hours. A few line items under this expenditure have increased.
 - **Beeper Pay** – This expense is being increased from \$7,200 to \$27,000. This is due on call pay increasing from \$1.00 an hour to \$5.00 an hour as part of labor negotiations.
 - **Sick Leave** - This expense is being increased from \$80,000 to \$125,000, due to unanticipated increases in sick leave usage throughout the organization.
- **Commodities** – The largest portion of this expenditure is fuel, parts, and lubricants. The overall budget for commodities is being decreased by 1.3% for 2020/21.
 - **Fuel** - The 2020/21 budget for fuel has decreased by 2.4% overall due to a projected decrease in the gallons expected to be used. The price per gallon is being maintained from last year’s budget, at \$2.75 per gallon. Last year’s average fuel price was \$2.15 per gallon with several deliveries in the \$2.50 per gallon range. The next budget year may include significant volatility in the fuel market as the global maritime industry switches from bunker fuel to cleaner burning low sulfur diesel fuel. To prepare for unpredictable fluctuations in prices, staff is recommending the current budget price per gallon be maintained for the 2020/21 budget year.
 - **Parts** – The 2020/21 budget for parts has increased by 9.6% to \$400,000, to reflect the age of CyRide’s fleet and recent engine failures. Newer diesel engines

with additional emissions equipment have also proven problematic to maintain. CyRide was able to purchase a large number of additional buses ten years ago with stimulus money and these buses are now at a point where it is necessary to perform a mid-life refurbishment that addresses corrosion issues.

- **Contractual** – Contractual expenditures include payments for services performed by outside professionals, contractors, and vendors for repairs and maintenance. This category also includes utilities paid by CyRide. Contractual expenses for 2020/21 are projected to increase 3.1% overall. Sources affecting this increase include outside professional services, structural repairs, and utilities.
- **Internal Services** –This category includes payments for services performed internally by other City of Ames departments, such as human services, data services, messenger services, etc. Internal services for fiscal year 2020/21 will increase by 4.9%. Two internal charges are primarily driving this increase, Human Resources and Data Services (IT).
- **Funds Transferred to Capital** – The 2020/21 budget reflects a transfer of \$1,295,620 to the capital fund to purchase buses, facility improvements, equipment, etc. The 2019/20 transfer was \$902,520.

Capital Improvement Plan

CyRide staff annually develops a five year Capital Improvement Plan (CIP) to align available resources with programmed capital projects to achieve and maintain a State of Good Repair (SGR) throughout its vehicle fleet, facilities, and other capital equipment. Implementation of the CIP is dependent on the availability of federal, state, and local funding. Effective planning helps provide a framework for capital improvements based on conditions and availability of financial resources. After approval by the Transit Board of Trustees, the CIP is incorporated into the City of Ames Capital Improvement Program in January of each year.

If approved as part of the overall budget, CyRide would begin to purchase items contained in the first year of the CIP beginning July 1, 2020. The remaining years are more fluid in nature, due to annual funding increases and decreases. The information below details the CIP's first year purchases.

FY2020/21 Capital Request Summary

CAPITAL	City of Ames Year-End Actuals		2019/20 Adopted	2020/21 Requested
	2017/18 Actual	2018/19 Actual		
Beginning Balance			\$ 1,270,465	\$ 246,552
Capital Revenues				
Federal/State Funding (Grants)	\$ 2,027,776	\$ 806,187	\$ 3,038,375	\$ 4,627,762
ISU Parking	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000
Interest Revenue	\$ 17,838	\$ 55,030	\$ 7,000	\$ 7,000
Miscellaneous Revenue	\$ -	\$ -	\$ -	\$ -
Total Before Transfers	\$ 2,062,614	\$ 878,217	\$ 3,062,375	\$ 4,651,762
Transfers				
Transit Operations	\$ 800,000	\$ 800,000	\$ 902,520	\$ 1,295,620
Total Capital Revenues	\$ 2,862,614	\$ 1,678,217	\$ 3,964,895	\$ 5,947,382
Total Capital Available			\$ 5,235,360	\$ 6,193,934
Capital Expenditures				
Vehicle Replacement & Rehabilitation			\$ 2,397,600	\$ 5,203,900
Facility Improvements & Expansion			\$ 810,168	\$ 726,373
Technology			\$ 1,455,640	\$ 125,000
Bus Stop Improvements			\$ 175,000	\$ 25,000
Shop and Office Equipment			\$ 150,400	\$ 70,400
Total Capital Expenditures	\$ -	\$ -	\$ 4,988,808	\$ 6,150,673
Ending Balance		\$ 1,270,465	\$ 246,552	\$ 43,261

- Two Battery Electric Buses** – CyRide received a federal Low-No Grant to fund the purchase of two battery electric buses and their infrastructure. These buses will replace two 40’ diesel buses. CyRide will receive 78% of the funding for these vehicles. In September, the board approved submission of a 2020 Volkswagen Settlement grant to reduce the local share of this project. If awarded in the application amount, CyRide’s local share would be reduced by \$390,000 (from \$495,620 to \$105,620) and the project's local funding percentage would be reduced from 23% to 5%.
- Three New 40’ HD Buses** – CyRide received grant funding for three new 40’ buses. CyRide will receive 80-85% state funding for these buses. These buses would replace existing 40’ buses and assist CyRide in meeting its federal TAM plan goals.
- One New 60’ Articulated Bus** – CyRide received funding from the Iowa DOT to purchase four new 40’ buses. The Ames Area MPO awarded CyRide \$225,000 for a bus purchase in 2020-2021. With these funds combined, CyRide will be able to upgrade one of the 40’

buses to a 60' bus, moving CyRide closer to the goal of operating all articulated buses on the #23 Orange route. With the replacement of a 40' bus with a 60' bus, CyRide will also be closer to meeting its federal TAM plan goals.

- **Six New Minibuses** – CyRide received funding from the Iowa DOT under a Bus and Bus Facilities grant to purchase six new minibuses. CyRide will receive 83% of the funding for these vehicles. These buses would replace six minibuses and assist CyRide in meeting its federal TAM plan goals.
- **One Support Vehicle** - The plan includes replacement of one CyRide support vehicle. These vehicles are used to support operations.
- **Mid-Life Rehabilitation** – The plan includes \$30,000 for refurbishing vehicles to address corrosion issues with buses purchased ten years ago using stimulus money.
- **Heating, Ventilation, and Air Conditioning (HVAC) Improvements** – This includes replacement of HVAC equipment ranging from 15 to 36 years old. All of the equipment being replaced is past its useful life. CyRide has received 80% state funding for this project. This will assist with CyRide's State of Good Repair (SGR) and Transit Asset Management (TAM) plan requirements.
- **Bus Technology** – CyRide plans to invest in bus technology that will improve system efficiency, safety, security, and improve the riding experience for passengers with disabilities. This will be accomplished by adding network capabilities to buses so load counts per stop can be captured live with automatic passenger counters. This will allow for a faster response to changes in riding patterns. The same network capabilities will also allow for bus video to be live-streamed to dispatchers and the police in the event of an incident on a bus. There will also be an investment in bus display monitors that will show the next stops along a route to help passengers with disabilities. The same display monitors can also be used for advertising.
- **Facility Technology** – Upgrades to facility technology encompasses two main areas. Monitors, computers, and projectors used throughout the facility are over 10 years old and becoming obsolete. CyRide is planning to invest \$50,000 next fiscal year to replace aging equipment. Planned expenditures also include enhancing the facility WiFi system with additional receivers.
- **Bus Stop Improvements** - A significant shift in riding patterns following the implementation of CyRide 2.0 led to a reduction in the amount budgeted for stop improvements. CyRide staff will be updating the bus stop improvement plan in the coming year to make sure stop upgrades are being implemented where they will enhance the passenger experience for the greatest number of riders. CyRide will budget \$25,000 per year for smaller projects in the CIP for the next fiscal year while

the plan is updated. After the bus stop improvement plan has been updated, an increase in funding will be requested for subsequent years.

- **Computers/Office Equipment** - The 2020/21 office equipment expenditures include the replacement of three to six computers, laptops and printers, as well as the replacement of office chairs and stand-up style desks at an estimated cost of \$14,400 to \$20,400 per year. With the exception of stand-up desks, these expenditures are used for replacing old and obsolete equipment.
- **Shop Equipment** - The CyRide Maintenance Division owns several pieces of specialized equipment that are used to maintain buses so that CyRide stays in compliance with Federal Transit Administration regulations regarding vehicle maintenance. The specialized equipment includes parts washers, refrigerant recovery machines, lifts, and electronic diagnostic equipment. Expenditures in this category are difficult to predict as some of the equipment is up to 36 years old and still reliable. Historically, CyRide has spent between \$30,000 and \$50,000 during a fiscal year for shop equipment.

Remaining Four Years (2021/22 – 2024/25):

Assumptions made for major purchases in the remaining four years of the Capital Improvement Plan. Refer to attached FY 2020/21 Capital Improvement Plan. Information on select capital items are included below:

- **40' and 60' Buses** - Two to five buses are scheduled each year of the four remaining years of the CIP. These buses would replace 40' buses and assist CyRide in meeting its federal TAM Plan goal.
- **Minibuses** – The plan assumes the expenditure of \$223,000 for year 2021-2022 for the replacement of two new minibuses.
- **Support Vehicles** – Administrative vehicles are replaced every four to six years, depending on condition and fiscal constraints.
- **Dial-A-Ride Bus and Van** – In 2015-2016, CyRide purchased vehicles it leases to HIRTA for operation of CyRide's Dial-A-Ride service. These vehicles are four to five year vehicles per Federal Transit Administration guidance. However, CyRide has scheduled their replacement in 2022-2023 (six years) at a cost of \$58,418 and \$95,926, respectively.
- **Mid-Life Rehabilitation** – The plan assumes refurbishing vehicles to address corrosion issues each year at \$30,000 to \$50,000 for a total four year cost of \$160,000. This will assist CyRide in keeping vehicles in a state of good repair, which is an FTA requirement.

- **Building Improvement and Expansion** – This plan assumes the following:
 - Spill-Free Fueling System - CyRide would replace its fuel dispensing system with a spill-free fueling system. The current system was installed in 2003 with used equipment at that time. The new system would allow for quicker, more efficient fueling and a significant reduction in fuel spillage due to a new design that is coupled with the fuel intake on the bus (\$250,000).
 - HVAC Project – Phase II – Remaining HVAC equipment that is beyond its useful life would be replaced over the summer of 2021 with the possible assistance of a state grant. This facility equipment was found to be deficient in the TAM Plan.
 - Facility Expansion - CyRide has budgeted funds to explore facility improvements and possible facility expansion.
 - Concrete – Funds for concrete replacement are budgeted annually based on the amount of concrete expected to fail in a given year.
 - WiFi Upgrade – This is an ongoing project to add WiFi receivers within CyRide’s bus storage facility to allow for reliable, efficient downloading of data from the buses as the capital budget allows (\$25,000).

2020/21 Budget Options

The Capital Improvement Plan request has been incorporated into a single overall budget request instead of two separate budget items. The CIP budget for FY2020/21 is significantly larger due to CyRide being extremely fortunate in receiving grants for battery electric buses and the replacement of six badly needed minibuses. A generous State of Iowa PTIG grant will also allow CyRide to complete a needed facility HVAC improvement project.

The proposed baseline budget for the 2020/21 operating budget totals \$12,086,406 and represents a decrease of 0.3% compared to the 2019/20 budget.

CyRide staff has developed a baseline budget that preserves the existing levels of service and includes modifications to the #3 Blue Route. In total, the baseline operating cost changes from the 2019/20 adopted budget to the 2020/21 proposed budget will require a 2.2% increase from local funding partners.

In the November board meeting, the Transit Board requested staff prepare two options in addition to the baseline budget for the 2020/21 fiscal year. Option 1 includes 20-minute #14 Peach Route service in the morning. Option 2 includes the additional #2 Green Route service past Ames High School.

Refer to attached FY 21 CyRide Budget Options Summary, for financial information regarding all options. Each option details the total local cost, each local funding partners share in dollars, and the percentage increase in funding levels.

Staff is seeking board input on the baseline budget, option 1 and option 2, and if additional option(s) should be included in CyRide's final budget. The transit board may vote on a final budget at the December meeting or table action until the January meeting.

ALTERNATIVES:

1. Approve Budget Baseline, including the capital plan, plus Option 1 and Option 2 (#14 Peach Route service an additional \$30,676 and #2 Green Route service an additional \$58,706) – 3.2% local funding partner increase.
2. Approve Budget Baseline – 2.2% local funding partner increase.
3. Approve Budget Baseline plus Option 1 (#14 Peach Route service an additional \$30,676 in service modifications) – 2.5% local funding partner increase.
4. Approve Budget Baseline plus Option 2 (#2 Green Route service an additional \$58,706 in service modifications) – 2.9% local funding partner increase.
5. Table action at the December meeting and take final action at the January 2020 Transit Board meeting.

RECOMMENDATION:

The Transit Director recommends Alternative #1 to approve the baseline budget and Option 1 and 2. However, if the three funding partners would like time to discuss the budget and options with their peers or direct staff to develop other options before adopting a final budget, the Transit Director recommends Alternative #5.

CyRide Capital - FY19 to FY25

12/12/19 4:51 PM

		FY19	FY20	FY21	FY22	FY23	FY24	FY25
Capital		Actual						
Beginning Balance		\$ 1,616,262	\$ 1,270,465	\$ 246,552	\$ 43,261	\$ 63,436	\$ 16,684	\$ 63,782
State/Federal Building	80%							
PTIG Building	80%	\$ 445,762	\$ 437,415	\$ 521,098	\$ 500,000	\$ 600,000	\$ 600,000	\$ 600,000
State/Federal Bus (60' Bus)	80%		\$ 383,360	\$ 394,640	\$ -	\$ 431,228	\$ 448,477	
State/Federal Bus (40' Bus)	80%	\$ 360,425	\$ -	\$ 1,205,054	\$ 1,641,702	\$ 426,843	\$ 443,916	\$ 2,308,363
STBG Money			\$ 225,000	\$ 225,000	\$ 225,000	\$ 225,000	\$ 225,000	\$ 225,000
State/Federal Bus	85%		\$ 1,221,960					
VW Award Money			\$ 170,640					
State/Federal BEB				\$ 1,660,180				
State/Federal Minibuses	83%			\$ 559,470	\$ 145,000	\$ 123,475		
State/Federal Bus Stops	80%	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ 40,000	\$ 40,000
State/Federal Needs Anal.	80%							
State/Federal Bus Annunciators	80%		\$ 600,000	\$ -	\$ -	\$ -	\$ -	
STIC Money				\$ 62,320				
ISU Parking		\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000
Interest		\$ 55,029	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000
GSB								
Capital Transfer		\$ 800,000	\$ 902,520	\$ 1,295,620	\$ 800,000	\$ 800,000	\$ 800,000	\$ 800,000
Capital Revenues		\$ 1,678,216	\$ 3,964,895	\$ 5,947,382	\$ 3,335,702	\$ 2,670,546	\$ 2,581,393	\$ 3,997,363

Total Available		\$ 3,294,478	\$ 5,235,360	\$ 6,193,934	\$ 3,378,964	\$ 2,733,981	\$ 2,598,077	\$ 4,061,145
Grants								
Building (Grants) Pits	5309	\$ 810						
Roof Replacement	PTIG							
Hoists Repair	PTIG	\$ 464,588						
Bus Wash Rehab	PTIG	\$ 106,135	\$ 540,168					
HVAC Replacement	PTIG			\$ 651,373	\$ 375,000			
Spill Free Fueling	PTIG				\$ 250,000			
Water Main Replacement	PTIG					\$ 750,000		
Facility Expansion	PTIG						\$ 750,000	\$ 750,000
Articulated Bus (Grants)			\$ 850,000	\$ 850,000	\$ -	\$ 850,000	\$ 850,000	
Bus (Grants) BEB				\$ 2,155,800				
Bus (Grants) 40' Buses		\$ 443,179	\$ 1,437,600	\$ 1,479,900	\$ 2,052,128	\$ 533,553	\$ 554,895	\$ 2,885,454
Bus (Grants) Minibuses				\$ 658,200	\$ 223,000			
		1 ICAAP 80% Plum	4 Large Buses Tot: * 1 ARTIC - ICAAP 80%/STBG80%; * 3-40' HD BUSES - 85% 5339/VW 12%	6 Large Buses Tot: * 2 BEB's * 1 ARTIC - ICAAP 80%/STBG80%; * 3-40' HD BUSES (5339/5309/CMAQ, ICAAP - LILAC, PTMS ICAAP)	4 Large Buses Tot. * 1 ARTIC - ICAAP 80%/STBG80%; * 3-40' HD BUSES * 2 Minibus	2 Large Buses Tot. * 1 ARTIC - ICAAP 80%/STBG80%; * 1-40' HD BUSES	2 Large Buses Tot. * 1 ARTIC * 1-40' HD BUSES	5-40' buses
HIRTA Bus	5310			\$ -		\$ 95,926		
HIRTA Van	5310				\$ -	\$ 58,418	\$ -	
Bus Stop Shelters	5310				\$ -	\$ 50,000	\$ 50,000	\$ 50,000
Annunciators / AVL	5310		\$ 750,000					
Needs Analysis	5309							
AVL								
Facility Improvements - Exterior					\$ 75,000			
Facility Improvements - Interior			\$ 35,000			\$ 95,000		
AVL (Local)			\$ 200,000					
Building (Local)								
Buses (Local)			\$ -	\$ -				
Minibuses (Used)			\$ -					
Bus Mid-life Rehabilitation		\$ 21,277		\$ 30,000	\$ 30,000	\$ 30,000	\$ 50,000	\$ 50,000
Bus Technology		\$ 89,441	\$ 85,000	\$ 75,000	\$ 75,000	\$ 50,000	\$ 50,000	\$ 50,000
Support Vehicle			\$ 60,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
			Escape (2012)	Terrain (White 2014)	Terrain (Red 2015)	Fusion (2016)	Escape (2017)	
Shop Trucks			\$ 50,000					
Shop Equipment		\$ 6,032	\$ 45,000	\$ 50,000	\$ 50,000	\$ 45,000	\$ 50,000	\$ 50,000
Computers/Office Equip.		\$ 22,377	\$ 20,400	\$ 20,400	\$ 20,400	\$ 14,400	\$ 34,400	\$ 14,400
Fluid Mangement								
Electric Hoist								
Concrete		\$ 34,411	\$ 150,000	\$ 40,000	\$ 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		\$ 21,845	\$ 35,000	\$ 35,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Bus Stop Signs			\$ -					
Security System (Building)		\$ -	\$ 200,000					
Flood Pumps		\$ 98,752						
HR Software								
Forklift			\$ 60,000					
Radios			\$ 345,640					
Maint. Software			\$ 50,000					
EIFS Coating		\$ -						
Facility Technology			\$ 25,000	\$ 50,000	\$ 20,000			
Air Compressor (Shop)			\$ 25,000					
Capital Expenses		\$ 1,308,847	\$ 4,988,808	\$ 6,150,673	\$ 3,315,528	\$ 2,717,297	\$ 2,534,295	\$ 3,994,854
Ending Balance		\$ 1,985,631	\$ 246,552	\$ 43,261	\$ 63,436	\$ 16,684	\$ 63,782	\$ 66,291
Building Reserve		\$ 715,166						
Balance without Building		\$ 1,270,465	\$ 246,552	\$ 43,261	\$ 63,436	\$ 16,684	\$ 63,782	\$ 66,291

CYRIDE VEHICLE REPLACEMENT & REHABILITATION

PROJECT STATUS: Cost Change, Revenue Change Advanced

City of Ames, Iowa
Capital Improvements Plan

DESCRIPTION/JUSTIFICATION

CyRide will replace its bus fleet as grant funding opportunities arise. CyRide anticipates future state funding for new buses through the state's capital funding allocation process. CyRide has five vehicles used for administrative support and in the operations division for drivers to switch shifts. These vehicles are on a four to six-year replacement schedule, ultimately replaced when they no longer are mechanically sound. The two maintenance trucks are on a ten-year replacement cycle. Dial-A-Ride vehicles are programmed to be replaced every four to six years. Additionally, \$30,000 to \$50,000 per year is being programmed for mid-life bus rehabilitation for corrosion repair and painting.

In total, these purchases are programmed as follows:

- 2020/21 Six large buses and six minibuses total. Replace two 40' buses with battery electric buses (BEB \$2,155,800); Replace three 40' buses (\$1,479,900); replace one 40' bus with a new 60' bus (\$850,000); replace six minibuses (\$658,200); mid-life rehabilitation (\$30,000); replace administrative vehicle (\$30,000)
- 2021/22 Replace three 40' buses (\$2,052,128); replace two minibuses (\$223,000); mid-life rehabilitation (\$30,000); replace administrative vehicle (\$30,000)
- 2022/23 Replace one large 40' bus (\$533,553); replace one large 40' bus with a new 60' bus (\$850,000);); replace the Dial-A-Ride van (\$58,418); replace the Dial-A-Ride bus (\$95,926); mid-life rehabilitation (\$30,000); replace administrative vehicle (\$30,000)
- 2023/24 Replace one large 40' bus (\$554,895); replace one large 40' bus with a new 60' bus (\$850,000); mid-life rehabilitation (\$50,000); replace administrative vehicle (\$30,000)
- 2024/25 Replace five large 40' buses (\$2,885,454); mid-life rehabilitation (\$50,000); replace administrative vehicle (\$30,000)

COMMENTS

The new buses will be funded with 80% federal funding, including the State of Iowa's Iowa Clean Air Attainment Program (ICAAP) funds that are a distribution of federal dollars. For budget years 2020/21 to 2024/25 the Ames Area MPO approved \$225,000 each year to assist in funding the purchase of new articulated buses.

LOCATION

CyRide, 601 N. University Boulevard

	TOTAL	2020/21	2021/22	2022/23	2023/24	2024/25
COST:						
Large Buses - 40' New	9,661,730	3,635,700	2,052,128	533,553	554,895	2,885,454
Large Buses - 60' New	2,550,000	850,000		850,000	850,000	
Mini Buses - New	881,200	658,200	223,000			
Bus Mid-life Rehabilitation	190,000	30,000	30,000	30,000	50,000	50,000
Administrative Vehicles	150,000	30,000	30,000	30,000	30,000	30,000
Dial-A-Ride Bus/Van	154,344			154,344		
TOTAL	13,587,274	5,203,900	2,335,128	1,597,897	1,484,895	2,965,454
FINANCING:						
Transit Fund	2,673,927	1,159,556	323,426	391,352	367,502	432,091
PTMS Funds	9,788,347	3,819,344	1,786,702	981,545	892,393	2,308,363
STP Funds	1,125,000	225,000	225,000	225,000	225,000	225,000
TOTAL	13,587,274	5,203,900	2,335,128	1,597,897	1,484,895	2,965,454

PROGRAM - ACTIVITY:

Transportation - Transit

DEPARTMENT:

CyRide

ACCOUNT NO.

552-1159-439/552-1169-439

DESCRIPTION/JUSTIFICATION

CyRide's original bus storage building is 36 years old and major components of the building are at the end of their useful life. Additionally, the facility is housing more vehicles than it was originally designed for, creating higher wear and tear on the facility and a need to explore expansion options. As a result, this plan has been developed to keep the current facility in a state of good repair, as is required by the Federal Transit Administration:

- 2020/21 Replace HVAC system (\$651,373); concrete replacement (\$40,000); A & E Services (\$35,000)
- 2021/22 Replace HVAC system phase II (\$375,000); replace fueling system with high speed fueling (\$250,000); exterior facility improvements (\$75,000); concrete replacement (\$40,000); A & E Services (\$50,000)
- 2022/23 Water main replacement (\$750,000); Interior improvements (\$95,000); concrete replacement (\$40,000); A & E Services (\$50,000)
- 2023/24 Construct an addition on to existing or new facility (\$750,000); concrete replacement (\$40,000); A & E Services (\$50,000)
- 2024/25 Construct an addition on to existing or new facility (\$750,000); concrete replacement (\$40,000); A & E Services (\$50,000)

COMMENTS

HVAC projects (phase I & II) will replace units that are 15 to 36 years old in two consecutive fiscal years. Concrete replacement is budgeted each fiscal year to replace concrete around the facility as it fails. High speed fueling replaces the existing system with one that is faster and has less waste. Exterior facility improvements include paint, caulk, and EIFS repair. CyRide has a water main failing under the parking lot that is to be replaced in FY23. The A & E services would provide technical expertise during the various construction projects, as well as assisting with the preparation of bid documents. This CIP assumes a plan to expand CyRide's facility is developed and that the facility will be built in pieces as funding is identified. To-date, CyRide has reserved \$715,166 in local match dollars for a grant to begin constructing more facility space.

LOCATION

CyRide, 601 N. University Boulevard

	TOTAL	2020/21	2021/22	2022/23	2023/24	2024/25
COST:						
Architectural/Engineering	235,000	35,000	50,000	50,000	50,000	50,000
Equipment	1,276,373	651,373	625,000			
Construction	2,620,000	40,000	115,000	885,000	790,000	790,000
TOTAL	4,131,373	726,373	790,000	935,000	840,000	840,000
FINANCING:						
Transit Fund	1,210,275	205,275	190,000	335,000	240,000	240,000
State of Iowa - PTIG	2,921,098	521,098	600,000	600,000	600,000	600,000
TOTAL	4,131,373	726,373	790,000	935,000	840,000	840,000

PROGRAM - ACTIVITY:	DEPARTMENT:	ACCOUNT NO.
Transportation - Transit	CyRide	552-1159-439 552-1169-439

CYRIDE TECHNOLOGY IMPROVEMENTS

PROJECT STATUS: Scope Change Cost Change

City of Ames, Iowa
Capital Improvements Plan

DESCRIPTION/JUSTIFICATION

Advancements in technology have grown significantly over the past several years. As a result, CyRide will incorporate the following:

- **Bus Technology:** CyRide will be investing in bus technology that will improve system efficiency, safety and security, and improve the riding experience for passengers with disabilities. This will be accomplished by adding wifi and network capabilities to buses so that load counts per stop can be captured live with automatic passenger counters. This will allow for a faster response to changes in riding patterns. The same network capabilities will also allow for bus video to be live-streamed to dispatchers and the police in the event of an incident on a bus. There will also be an investment in bus display monitors that will show the next stops along a route to help passengers with disabilities. The same display monitors can also be used for advertising.
- **Facility Technology:** Upgrades to facility technology encompasses two main areas. Monitors, computers, and projectors used throughout the facility are over 10 years old and becoming obsolete. CyRide is planning to invest \$50,000 next fiscal year to replace aging equipment. Planned expenditures also include enhancing the facility wifi system with additional receivers.

LOCATION

CyRide, 601 N. University Boulevard

	TOTAL	2020/21	2021/22	2022/23	2023/24	2024/25
COST:						
Bus Technology	300,000	75,000	75,000	50,000	50,000	50,000
Facility Technology	70,000	50,000	20,000			
TOTAL	370,000	125,000	95,000	50,000	50,000	50,000
FINANCING:						
Transit Fund	370,000	125,000	95,000	50,000	50,000	50,000
TOTAL	370,000	125,000	95,000	50,000	50,000	50,000

PROGRAM - ACTIVITY:	DEPARTMENT:	ACCOUNT NO.
Transportation - Transit	CyRide	552-1159-439 552-1169-439

BUS STOP IMPROVEMENTS

PROJECT STATUS: Cost Change

Scope Change

City of Ames, Iowa
Capital Improvements Plan

DESCRIPTION/JUSTIFICATION

A significant shift in riding patterns following the implementation of CyRide 2.0 led to a reduction in the amount budgeted for stop improvements. CyRide staff will be updating the bus stop improvement plan in the coming year to make sure stop upgrades are being implemented where they will enhance the passenger experience for the greatest number of riders. CyRide will budget \$25,000 per year for smaller projects in the CIP for the next fiscal year while the plan is updated.

CyRide will use the number of passengers getting on and alighting from the bus to determine the level of amenities at each stop. Additionally, the Iowa DOT has recently issued a report with recommended bus stop improvements along their roadways. Recommendations from the report will be incorporated into the updated bus stop improvement plan. After the plan has been updated, an increase in funding will be requested for subsequent years.

COMMENTS

Funding for the improvements in FY21 will be 100% local funding from CyRide's budget.

LOCATION

Various locations throughout Ames

	TOTAL	2020/21	2021/22	2022/23	2023/24	2024/25
COST:						
Pads, Benches, Shelters	150,000			50,000	50,000	50,000
Concrete	125,000	25,000	25,000	25,000	25,000	25,000
Bus Signs						
TOTAL	275,000	25,000	25,000	75,000	75,000	75,000
FINANCING:						
Transit Fund	155,000	25,000	25,000	35,000	35,000	35,000
Federal 5310 Grants	120,000			40,000	40,000	40,000
TOTAL	275,000	25,000	25,000	75,000	75,000	75,000

PROGRAM - ACTIVITY:	DEPARTMENT:	ACCOUNT NO.
Transportation - Transit	CyRide	552-1159-439 552-1169-439

CYRIDE SHOP AND OFFICE EQUIPMENT

PROJECT STATUS: No Change

City of Ames, Iowa
Capital Improvements Plan

DESCRIPTION/JUSTIFICATION

The 2020/21 office equipment expenditures include the replacement of three to six computers, laptops and printers, as well as the replacement of office chairs and stand-up style desks at an estimated cost of \$14,400 to \$20,400 per year. With the exception of stand-up desks, these expenditures are used for replacing old and obsolete equipment.

The CyRide Maintenance Division owns several pieces of specialized equipment that is used to maintain buses so that CyRide stays in compliance with Federal Transit Administration regulations regarding vehicle maintenance. The specialized equipment includes parts washers, reffridgerant recovery machines, lifts, and electronic diagnostic equipment. Expenditures in this category are difficult to predict as some of the equipment is up to 36 years old and still reliable. Historically, CyRide has spent between \$30,000 and \$50,000 during a fiscal year for shop equipment.

COMMENTS

In addition to computers and related equipment, CyRide will invest in more stand-up desks as an element of employee wellness. Employees that have received these desks like the ability to alternately stand and sit throughout the work day.

CyRide Maintenance is planning to replace one reffridgerant recovery machine that is used to maintain bus air conditioning systems during FY20/21 at an estimated cost of \$7,500.

LOCATION

CyRide, 601 N. University Boulevard

	TOTAL	2020/21	2021/22	2022/23	2023/24	2024/25
COST:						
Computers/ Office Equipment	104,000	20,400	20,400	14,400	34,400	14,400
Shop Equipment	245,000	50,000	50,000	45,000	50,000	50,000
TOTAL	349,000	70,400	70,400	59,400	84,400	64,400
FINANCING:						
Transit Fund	349,000	70,400	70,400	59,400	84,400	64,400
TOTAL	349,000	70,400	70,400	59,400	84,400	64,400

PROGRAM - ACTIVITY:

Transportation - Transit

DEPARTMENT:

CyRide

ACCOUNT NO.

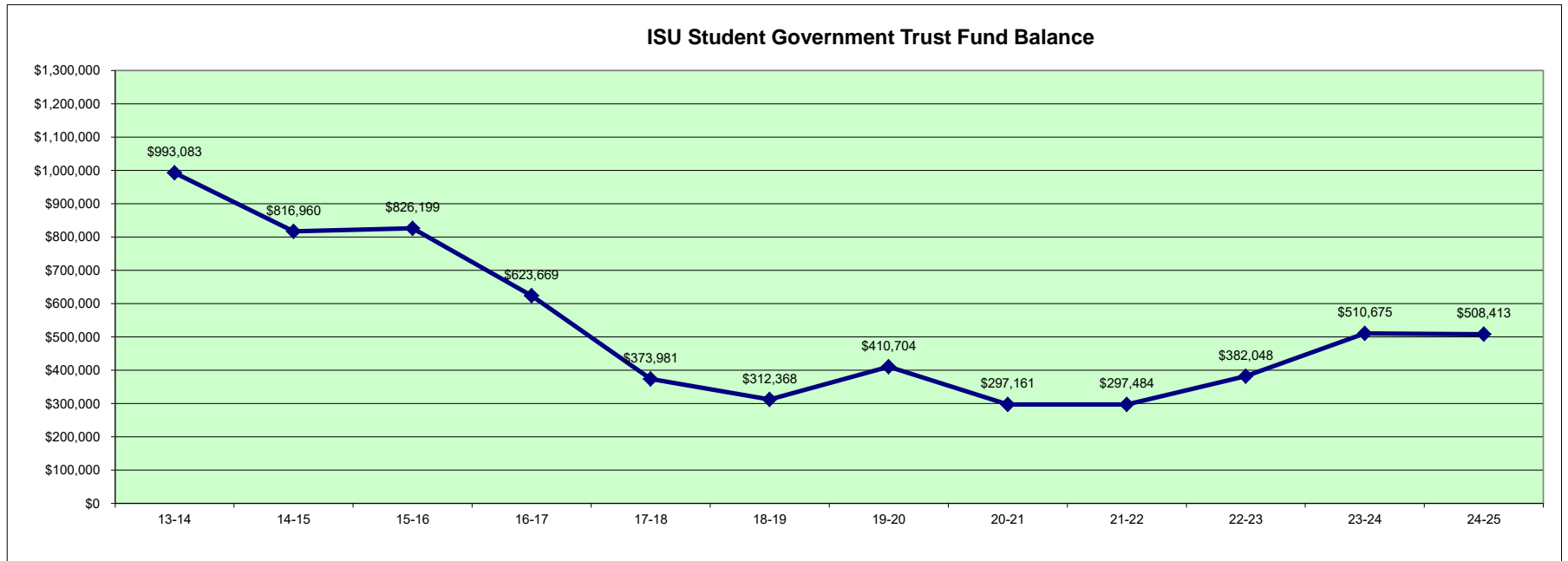
552-1159-439

Updated
12/12/2019

ISU Student Fees and Trust Fund Summary

Ending Balance goal of \$500,000, with 4% Annual Budget Increase

	6.5%	11.9%	13.8%	5.1%	4.9%	5.0%	4.6%	4.0%	4.0%	4.0%	4.0%	4.0%
CAPITAL & OPERATIONS	Actual	Actual	Actual	Actual	Actual	Actual	Projected	Projected	Projected	Projected	Projected	Projected
	13-14	14-15	15-16	16-17	17-18	18-19	19-20	20-21	21-22	22-23	23-24	24-25
Budgeted Revenue	\$3,726,491	\$4,169,944	\$4,746,157	\$4,997,703	\$5,242,591	\$5,488,993	\$5,741,487	\$5,971,146	\$6,209,992	\$6,458,392	\$6,716,727	\$6,985,396
Actual Revenue	\$3,892,893	\$4,161,666	\$4,467,677	\$4,954,756	\$5,006,687	\$5,191,896	\$5,370,645	\$5,852,603	\$6,205,315	\$6,537,955	\$6,840,355	\$6,978,134
Surplus/(Deficit)	\$166,401	(\$8,278)	(\$278,480)	(\$42,947)	(\$235,904)	(\$297,097)	(\$370,842)	(\$118,543)	(\$4,677)	\$79,563	\$123,628	(\$7,263)
TRUST FUND												
Opening Balance	\$1,078,094	\$993,083	\$816,960	\$826,199	\$623,669	\$373,981	\$312,368	\$410,704	\$297,161	\$297,484	\$382,048	\$510,675
Interest	\$9,758	\$6,712	\$9,239	\$649	\$5,461	\$9,030	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Payments	(\$165,000)	(\$86,000)										
				\$83,579	\$74,755	\$84,397						
					(\$94,000)	\$142,057	\$464,178					
Transfers In (Out)	\$166,401	(\$665)	\$0	(\$286,758)	(\$235,904)	(\$297,097)	(\$370,842)	(\$118,543)	(\$4,677)	\$79,563	\$123,628	(\$7,263)
Ending Balance	\$993,083	\$816,960	\$826,199	\$623,669	\$373,981	\$312,368	\$410,704	\$297,161	\$297,484	\$382,048	\$510,675	\$508,413
% of Budgeted Revenue	24.9%	19.9%	17.4%	12.5%	7.1%	5.7%	7.2%	5.0%	4.8%	5.9%	7.6%	7.3%
Increase	\$0.00	\$1.50	\$2.24	\$6.75	\$2.25	\$4.25	\$5.50	\$10.50	\$7.00	\$5.50	\$5.00	\$6.00
Total Fees	\$62.61	\$64.11	\$66.35	\$73.10	\$75.35	\$79.60	\$85.10	\$95.60	\$102.60	\$108.10	\$113.10	\$119.10
Increase %	0.0%	2.4%	3.5%	10.2%	3.1%	5.6%	6.9%	12.3%	7.3%	5.4%	4.6%	5.3%
Student Semester FTEs	62,177	64,914	67,336	67,779	67,467	66,135	63,109	61,219	60,480	60,480	60,480	58,590
Official Enrollment	33,241	34,732	35,714	36,660	35,993	34,992	33,391	32,391	32,000	32,000	32,000	31,000



BUDGET ANALYSIS - 2019 Actual, 2020 Amended, 2021 Requested

12/16/2019

12/16/19	9:11 AM	13-14 Actual	14-15 Actual	15-16 Actual	16-17 Actual	17-18 Actual	18-19 Actual	19-20 Adopted	19-20 Amended	20-21 Requested	% Chg. Am/Ad	% Chg. Am/Act	% Chg. Req./Ad.	% Chg. Req./Am.
FIXED ROUTE														
550-1221	Operations	\$4,820,101	\$5,335,159	\$5,769,537	\$6,167,454	\$6,455,736	\$6,436,100	\$6,997,287	\$6,683,059	\$6,889,732	-4.5%	3.8%	-1.5%	3.1%
550-1222	Maintenance	\$2,146,625	\$2,119,741	\$1,986,041	\$2,100,140	\$2,235,050	\$2,369,916	\$2,725,726	\$2,751,020	\$2,769,162	0.9%	16.1%	1.6%	0.7%
FIXED ROUTE TOTAL		\$6,966,725	\$7,454,900	\$7,755,577	\$8,267,596	\$8,690,785	\$8,806,016	\$9,723,013	\$9,434,079	\$9,658,894	-3.0%	7.1%	-0.7%	2.4%
DIAL-A-RIDE														
550-1341	Operations	\$175,671	\$192,387	\$200,532	\$163,968	\$179,851	\$160,672	\$182,139	\$182,139	\$186,691	0.0%	13.4%	2.5%	2.5%
550-1342	Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0				
DIAL-A-RIDE TOTAL		\$175,671	\$192,387	\$200,532	\$163,969	\$179,851	\$160,672	\$182,139	\$182,139	\$186,691	0.0%	13.4%	2.5%	2.5%
ADMINISTRATION/SUPPORT														
550-1101	Administration	\$1,131,713	\$1,159,442	\$1,177,940	\$1,135,853	\$1,147,601	\$1,405,761	\$1,369,642	\$1,304,676	\$1,354,796	-4.7%	-7.2%	-1.1%	3.8%
550-1102	Safety/Training	\$231,879	\$251,212	\$287,322	\$342,835	\$363,673	\$366,487	\$447,863	\$450,152	\$465,160	0.5%	22.8%	3.9%	3.3%
550-1103	Promotion	\$2,594	\$3,148	\$5,803	\$4,392	\$6,613	\$2,565	\$10,150	\$10,150	\$10,250	0.0%	295.7%	1.0%	1.0%
550-1105	Bldg/Grounds	\$358,061	\$348,335	\$364,479	\$404,547	\$436,948	\$386,348	\$386,064	\$389,684	\$410,615	0.9%	0.9%	6.4%	5.4%
550-1106	System Redesign			\$125,000										
ADMIN/SUPPORT TOTAL		\$1,724,247	\$1,762,138	\$1,835,545	\$2,012,630	\$1,954,835	\$2,161,161	\$2,213,719	\$2,154,662	\$2,240,821	-2.7%	-0.3%	1.2%	4.0%
TOTAL OPERATING EXPENSES		\$8,876,556	\$9,409,425	\$9,800,528	\$10,444,195	\$10,825,472	\$11,127,849	\$12,118,870	\$11,770,880	\$12,086,406	-2.9%	5.8%	-0.3%	2.7%
TRANSFER TO SG TRUST		\$166,402	\$0	\$0	\$83,579	\$74,755	\$226,455	\$0	\$0	\$0				
TRANSFER TO CAPITAL FUND		\$800,000	\$800,000	\$801,106	\$1,315,166	\$460,000	\$800,000	\$800,000	\$800,000	\$800,000	0.0%	0.0%		
TOTAL USED		\$9,842,958	\$10,209,425	\$10,601,634	\$11,842,940	\$11,360,227	\$12,154,304	\$12,918,870	\$12,570,880	\$12,886,406	-2.7%	3.4%	-0.3%	2.5%
OPENING BALANCE		\$1,149,006	\$1,153,948	\$1,238,225	\$1,570,232	\$3,569,931	\$4,179,159	\$1,099,051	\$1,040,353	\$1,249,646	-5.3%	-75.1%	13.7%	20.1%
OPERATING REVENUE		\$9,850,940	\$10,288,228	\$10,940,529	\$13,868,574	\$12,107,961	\$12,716,242	\$12,860,173	\$12,780,173	\$12,849,349	-0.6%	0.5%	-0.1%	0.5%
TOTAL AVAILABLE		\$10,999,946	\$11,442,176	\$12,178,754	\$15,438,806	\$15,677,892	\$16,895,401	\$13,959,224	\$13,820,526	\$14,098,995	-1.0%	-18.2%	1.0%	2.0%
Committed Funds							\$3,312,318							
Closing Balance Excess of 10%							\$329,728							
CLOSING BALANCE		\$1,156,988	\$1,232,751	\$1,577,120	\$3,569,931	\$4,317,665	\$1,099,051	\$1,040,353	\$1,249,646	\$1,212,589	20.1%	13.7%	16.6%	-3.0%
Closing/Operating Total		13.0%	13.2%	16.1%	34.2%	39.9%	9.9%	8.6%	10.6%	10.0%				
REVENUE/EXPENSE RATIO		111.0%	109.3%	111.6%	132.8%	111.8%	114.3%	106.1%	108.6%	106.3%				

											FY2019	FY2020	FY2021	Increase	
OPERATING FUND BALANCE	\$1,156,988	\$1,232,751	\$1,577,120	\$3,569,931	\$4,317,665	\$1,099,051	\$1,040,353				City	\$ 1,907,085	\$ 1,994,811	\$ 2,037,720	2.2%
CAPITAL FUND BALANCE	\$659,497	\$1,007,482	\$1,509,185	\$1,051,251	\$572,691						ISU	\$ 836,332	\$ 874,804	\$ 893,621	2.2%
TRUST FUND BALANCE	\$993,083	(\$665)	\$540,106	\$623,669	\$472,503						SG	\$ 5,488,993	\$ 5,741,486	\$ 5,864,986	2.2%

2020-2021 Possible Budget Options

Expense	Tot. Exp.	Tot. Local Cost	City Cost (24%)	ISU Cost (10%)	SG Cost (66%)	% Tot. Incr.	City Incr.	ISU Incr.	SG Incr.
2019-2020 Adopted Expense	\$12,118,870	\$8,611,101	\$1,994,811	\$874,804	\$5,741,486				
2020-2021 Baseline Budget	\$12,086,406	\$8,796,327	\$2,037,720	\$893,621	\$5,864,986	2.2%	2.2%	2.2%	2.2%
Option 1 - Peach Route		\$30,676	\$7,362	\$3,068	\$20,246	0.3%	0.3%	0.3%	0.3%
Option 2 - Green Route		\$58,706	\$14,089	\$5,871	\$38,746	0.7%	0.7%	0.7%	0.7%
Option 3 -			\$0	\$0	\$0	0.0%	0.0%	0.0%	0.0%
Option 4 -			\$0	\$0	\$0	0.0%	0.0%	0.0%	0.0%

Staff Priority
1 -Peach Route
2 -Green Route

Baseline 1 Option	
Baseline 1	2.2%
Baseline 1 + Option 1	2.5%
Baseline 1 + Option 2	2.9%

Transit Director's Report December 2019

1. Burlington Trailways

Burlington Trailways recently notified CyRide that effective December 1, 2019, Burlington Trailways would no longer be stopping at the Ames Intermodal Facility due to low ridership. Burlington Trailways was one of two intercity bus carriers stopping at the facility. Jefferson Lines will continue to provide service to the Intermodal Facility Monday through Friday.

2. Bus and Bus Facilities Grant Award

The Iowa DOT notified CyRide that the State of Iowa would be the recipient of a \$9,414,785 grant award from the federal Bus and Bus Facilities program. The grant was funded at the full requested amount. CyRide will receive \$559,470 from the award for the purchase of six new minibuses. The 2010 model minibuses being replaced are past their useful life benchmark (ULB) of 8 years. Replacing these buses will help CyRide meet Transit Asset Management Plan goals.

3. Triennial Review

CyRide staff attended a training workshop in Kansas City, December 12 and 13, to broaden their understanding and prepare for the upcoming triennial review. The training focused on understanding the federal rules and regulations, as well as how to comply with FTA program requirements. CyRide was also notified our onsite review date will be May 5 and 6, 2020.

4. First Quarter Operations 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. A detailed system quarterly operations report and a summary of some key performance measures for the first quarter of the fiscal year, July 2019 – September 2019 is attached.

5. Chapter 26A Modification

The term of office for Transit Board members is set by section 26A.3 of the Ames Municipal Code. Currently, all terms for board members begin on May 15. At the November 12, 2019 City Council meeting, the City Council directed the City Attorney to look into changing the term of office for the City Council member serving on the Ames Transit Agency Board of Trustees, among other boards. The appointment for this board, and other boards, would now have calendar year expirations.

At the December 10, 2019 City Council meeting, the attached memo was shared with the City Council. At this meeting, the City Attorney was directed to draft an ordinance to change the Ames Municipal Code. In order to change the appointment by January 1, all three readings of the ordinance will need to take place to change the term of office at the December 17, 2019 meeting.

6. Update on Facility Improvement Projects

CyRide 2020 HVAC Improvements – Bid release and letting dates for the 2020 CyRide HVAC Project had not been established at the November Board Meeting when project plans and specifications were approved. Since then, the Ames City Council approved Bid No. 2020-069 for release on November 26, 2019, and established January 7, 2020, as the bid due date. Bid results will be reported to the Transit Board on January 9 and the Ames City Council on January 14.

2019 Bus Wash Renovations Update – At the last board meeting it was reported that project closeout for the bus wash was delayed due to contractor problems obtaining a fire door. Those issues have now been resolved and the door is on order.

Bus Shelter at Lincoln Way and Beach – The electrical contractor has not been able to connect the shelter due to weather and schedule delays.

Upcoming Projects – CyRide has two facility improvement projects that will be ready to be released for bid in January or February. The first project is for repaving the Ames Middle School turnaround. This project was postponed last year due to unforeseen property deed and budget issues. The second project is for the expansion of existing security system at CyRide. This project was postponed in case the capital would be needed to purchase the P25 radio system.

CYRIDE QUARTERLY OPERATIONS REPORT

July 1st, 2019 to September 30st, 2019 (1st Quarter)

	FY 2020 1st Qtr	FY 2019 1st Qtr	% CHANGE	FY 2020 YTD	FY 2019 YTD	% CHANGE
MAINTENANCE						
Interior Clean	85	176	-51.7%	85	176	-51.7%
Shop Road Calls	12	12	0.0%	12	12	0.0%
Miles per Shop Road Call	29,744	29,775	-0.1%	29,744	29,775	-0.1%
NTD Minor Mech.	70	58	20.7%	70	58	20.7%
NTD Major Mech.	11	12	-8.3%	11	12	-8.3%
Total NTD Mechanical Prob.	81	70	15.7%	81	70	15.7%
Miles per Major Mech.	32,448	29,775	9.0%	32,448	29,775	9.0%
Gasoline Vehicles						
Gas Miles Driven	29,861	39,008	-23.4%	29,861	39,008	-23.4%
Total Gallons Gas	3,733	4,103	-9.0%	3,733	4,103	-9.0%
Total Gas Cost	7,597	9,832	-22.7%	\$7,597	\$9,832	-22.7%
Avg. Gas Cost/Gallon	\$2.04	\$2.40	-15.1%	\$2.04	\$2.40	-15.1%
Gas Cost per Mile	\$0.25	\$0.25	0.9%	\$0.25	\$0.25	0.9%
Average Gas MPG	8.0	9.5	-15.9%	8.0	9.5	-15.9%
Diesel Vehicles						
Diesel Miles Driven	327,069	318,289	2.8%	327,069	318,289	2.8%
Total Gallons Diesel	83,974	75,011	11.9%	83,974	75,011	11.9%
Total Diesel Cost	162,775	171,335	-5.0%	\$162,775	\$171,335	-5.0%
Avg. Diesel Cost/Gallon	\$1.94	\$2.28	-15.1%	\$1.94	\$2.28	-15.1%
Diesel Cost per Mile	\$0.50	\$0.54	-7.5%	\$0.50	\$0.54	-7.5%
Average Diesel MPG	3.9	4.2	-8.2%	3.9	4.2	-8.2%
All Vehicles						
Total Miles Driven	356,930	357,297	-0.1%	356,930	357,297	-0.1%
Total Gallons Fuel	87,707	79,114	10.9%	87,707	79,114	10.9%
Total Fuel Cost	\$170,372	\$181,167	-6.0%	\$170,372	\$181,167	-6.0%
Avg. Cost/Gallon	\$1.94	\$2.29	-15.2%	\$1.94	\$2.29	-15.2%
Total Cost per Mile	\$0.48	\$0.51	-5.9%	\$0.48	\$0.51	-5.9%
Avg. MPG all Vehicles	4.1	4.5	-9.9%	4.1	4.5	-9.9%
Small Bus/Sup. Mileage	21,479	35,846	-40.1%	21,479	35,846	-40.1%
Large Bus Mileage	335,451	321,451	4.4%	335,451	321,451	4.4%
% Rev. Mi./Total Miles	87.5%	87.4%	0.1%	87.5%	87.4%	0.1%
Percentage Small Bus	6.0%	10.0%	-40.0%	6.0%	10.0%	-40.0%
Maintenance Expense	\$428,229	\$402,666	6.3%	\$428,229	\$402,666	6.3%

CYRIDE QUARTERLY OPERATIONS REPORT

July 1st, 2019 to September 30st, 2019 (1st Quarter)

	FY 2020 1st Qtr	FY 2019 1st Qtr	% CHANGE	FY 2020 YTD	FY 2019 YTD	% CHANGE
OPERATIONS						
Total Passengers	1,066,833	1,347,491	-20.8%	1,066,833	1,347,491	-20.8%
Average Drivers per Month	124.3	145.3	-14.5%	124.3	145.3	-14.5%
Driving Hours	37,318	38,097	-2.0%	37,318	38,097	-2.0%
Drivers Late	15	17	-11.8%	15	17	-11.8%
Drivers No Show	2	3	-33.3%	2	3	-33.3%
Late/No Show per Driver	0.14	0.14	-0.6%	0.14	0.14	-0.6%
Total Comments	42	88	-52.3%	42	88	-52.3%
Driver Fault	11	6	83.3%	11	6	83.3%
Undetermined	2	0	#DIV/0!	2	0	#DIV/0!
No Fault	7	8	-12.5%	7	8	-12.5%
System Complaints	15	44	-65.9%	15	44	-65.9%
Service Requests	2	26	-92.3%	2	26	-92.3%
Compliments	5	4	25.0%	5	4	25.0%
Passengers/Comment	<u>25,401</u>	<u>15,312</u>	<u>65.9%</u>	<u>25,401</u>	<u>15,312</u>	<u>65.9%</u>
Pass./Complaint (D & U)	82,064	224,582	-63.5%	82,064	224,582	-63.5%
Driving Hours/Comment	889	433	105.2%	889	433	105.2%
Driving Hrs/Comment (D&U)	2,871	6,349	-54.8%	2,871	6,349	-54.8%
Accident Reports	13	19	-31.6%	13	19	-31.6%
Preventable Accidents	7	12	-41.7%	7	12	-41.7%
Percent Preventable	53.8%	63.2%	-14.7%	53.8%	63.2%	-14.7%
Miles/Prev. Accident	50,990	29,775	71.3%	50,990	29,775	71.3%
Hours/Prev. Accident	5,331	3,175	67.9%	5,331	3,175	67.9%
Unreported Accidents	1	2	-50.0%	1	2	-50.0%
Damage to Buses/Equip.						
Caused by CyRide	6,740.08	2,406.78	180.0%	\$6,740	\$2,407	180.0%
Caused by Others	4,267.79	253.33	1584.7%	\$4,268	\$253	1584.7%
Caused by Unreported	\$53	\$506	-89.5%	\$53	\$506	-89.5%
Claims by Others (#)	3	1	200.0%	0	0	#DIV/0!
Claims by Others (\$)	\$7,000	\$100	6900.0%	\$0	\$0	#DIV/0!
Personal Injury Claims	\$0	\$0	#DIV/0!	\$0	\$0	#DIV/0!
Operations Expense	\$1,290,955	\$1,371,170	-5.9%	\$1,290,955	\$1,371,170	-5.9%

SYSTEM TOTAL						
Passengers	1,066,833	1,347,491	-20.8%	1,066,833	1,347,491	-20.8%
Revenue Miles	312,374	312,228	0.0%	312,374	312,228	0.0%
Revenue Hours	29,904	30,317	-1.4%	29,904	30,317	-1.4%
Revenue Miles per Hour	10.4	10.3	1.4%	10.4	10.3	1.4%
Pass./Rev. Mile	3.4	4.3	-20.9%	3.4	4.3	-20.9%
Pass./Rev. Hour	35.7	44.4	-19.7%	35.7	44.4	-19.7%
Operations Expense	\$1,290,955	\$1,371,170	-5.9%	\$1,290,955	\$1,371,170	-5.9%
Maintenance Expense	<u>\$428,229</u>	<u>\$402,666</u>	<u>6.3%</u>	<u>\$428,229</u>	<u>\$402,666</u>	<u>6.3%</u>
Total Expenses	<u>\$1,719,184</u>	<u>\$1,773,836</u>	<u>-3.1%</u>	<u>\$1,719,184</u>	<u>\$1,773,836</u>	<u>-3.1%</u>
Farebox Revenue	\$72,684	\$73,552	-1.2%	\$72,684	\$73,552	-1.2%
Rev./Exp. Ratio	4.2%	4.1%	2.0%	4.2%	4.1%	2.0%
Oper. Exp./Passenger	\$1.61	\$1.32	22.4%	\$1.61	\$1.32	22.4%
Oper. Exp./Rev. Mile	\$5.50	\$5.68	-3.1%	\$5.50	\$5.68	-3.1%
Oper. Exp./Rev. Hour	\$57.49	\$58.51	-1.7%	\$57.49	\$58.51	-1.7%

CYRIDE QUARTERLY OPERATIONS REPORT

July 1st, 2019 to September 30st, 2019 (1st Quarter)

	FY 2020 1st Qtr	FY 2019 1st Qtr	% CHANGE	FY 2020 YTD	FY 2019 YTD	% CHANGE
FIXED ROUTE						
Fixed Route Passengers	1,053,849	1,332,817	-20.9%	1,053,849	1,332,817	-20.9%
Shuttle Passengers	3,316	2,804	18.3%	3,316	2,804	18.3%
Total Passengers	<u>1,057,165</u>	<u>1,335,621</u>	<u>-20.8%</u>	<u>1,057,165</u>	<u>1,335,621</u>	<u>-20.8%</u>
Transfers	9,198	9,843	-6.6%	9,198	9,843	-6.6%
Revenue Miles	297,754	297,415	0.1%	297,754	297,415	0.1%
Revenue Hours	28,639	29,064	-1.5%	28,639	29,064	-1.5%
Revenue Miles per Hour	10.4	10.2	1.6%	10.4	10.2	1.6%
Pass./Rev. Mile	3.6	4.5	-20.9%	3.6	4.5	-20.9%
Pass./Rev. Hour	36.9	46.0	-19.7%	36.9	46.0	-19.7%
Operations Expense	\$1,235,526	\$1,318,867	-6.3%	\$1,235,526	\$1,318,867	-6.3%
Maintenance Expense	<u>\$421,700</u>	<u>\$391,900</u>	<u>7.6%</u>	<u>\$421,700</u>	<u>\$391,900</u>	<u>7.6%</u>
Total Expenses	<u>\$1,657,226</u>	<u>\$1,710,767</u>	<u>-3.1%</u>	<u>\$1,657,226</u>	<u>\$1,710,767</u>	<u>-3.1%</u>
Farebox Revenue	\$68,653	\$69,933	-1.8%	\$68,653	\$69,933	-1.8%
Rev./Exp. Ratio	4.1%	4.1%	1.3%	4.1%	4.1%	1.3%
Exp./Passenger	\$1.57	\$1.28	22.4%	\$1.57	\$1.28	22.4%
Exp./Rev. Mile	\$5.57	\$5.75	-3.2%	\$5.57	\$5.75	-3.2%
Exp./Rev. Hour	\$57.87	\$58.86	-1.7%	\$57.87	\$58.86	-1.7%

DIAL-A-RIDE						
Passengers	2,361	1,988	18.8%	2,361	1,988	18.8%
Revenue Miles	10,597	8,417	25.9%	10,597	8,417	25.9%
Revenue Hours	976	805	21.2%	976	805	21.2%
Revenue Miles per Hour	10.9	10.5	3.8%	10.9	10.5	3.8%
Pass./Rev. Mile	0.22	0.24	-5.7%	0.22	0.24	-5.7%
Pass./Rev. Hour	2.4	2.5	-2.0%	2.4	2.5	-2.0%
Operations Expense	\$46,112	\$40,214	14.7%	\$46,112	\$40,214	14.7%
Maintenance Expense	\$0	\$0	#DIV/0!	\$0	\$0	#DIV/0!
Total Expenses	<u>\$46,112</u>	<u>\$40,214</u>	<u>14.7%</u>	<u>\$46,112</u>	<u>\$40,214</u>	<u>14.7%</u>
Farebox Revenue	\$4,031	\$3,619	11.4%	\$4,031	\$3,619	11.4%
Rev./Exp. Ratio	8.7%	9.0%	-2.9%	8.7%	9.0%	-2.9%
Exp./Passenger	\$19.53	\$20.23	-3.4%	\$19.53	\$20.23	-3.4%
Exp./Rev. Mile	\$4.35	\$4.78	-8.9%	\$4.35	\$4.78	-8.9%
Exp./Rev. Hour	\$47.25	\$49.96	-5.4%	\$47.25	\$49.96	-5.4%

CYRIDE QUARTERLY OPERATIONS REPORT

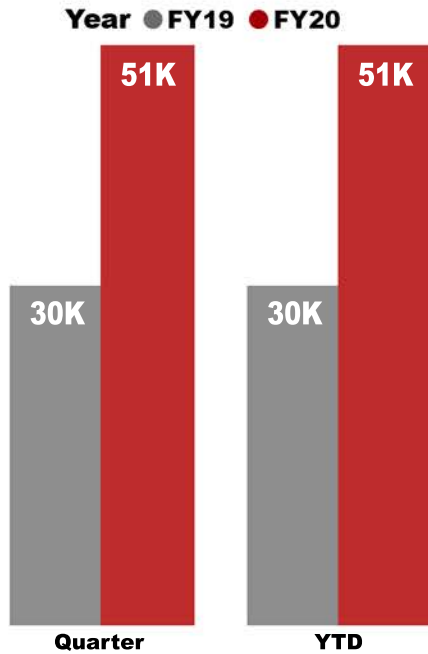
July 1st, 2019 to September 30st, 2019 (1st Quarter)

	FY 2020 1st Qtr	FY 2019 1st Qtr	% CHANGE	FY 2020 YTD	FY 2019 YTD	% CHANGE
MOONLIGHT EXPRESS						
Passengers	7,307	9,882	-26.1%	7,307	9,882	-26.1%
Revenue Miles	4,023	6,396	-37.1%	4,023	6,396	-37.1%
Revenue Hours	289	449	-35.6%	289	449	-35.6%
Revenue Miles per Hour	13.9	14.3	-2.4%	13.9	14.3	-2.4%
Pass./Rev. Mile	1.8	1.5	17.6%	1.8	1.5	17.6%
Pass./Rev. Hour	25.3	22.0	14.8%	25.3	22.0	14.8%
Operations Expense	\$9,317	\$12,089	-22.9%	\$9,317	\$12,089	-22.9%
Maintenance Expense	<u>\$6,529</u>	<u>\$10,766</u>	<u>-39.4%</u>	<u>\$6,529</u>	<u>\$10,766</u>	<u>-39.4%</u>
Total Expenses	<u>\$15,846</u>	<u>\$22,855</u>	<u>-30.7%</u>	<u>\$15,846</u>	<u>\$22,855</u>	<u>-30.7%</u>
Exp./Passenger	\$2.17	\$2.31	-6.2%	\$2.17	\$2.31	-6.2%
Exp./Rev. Mile	\$3.94	\$3.57	10.2%	\$3.94	\$3.57	10.2%
Exp./Rev. Hour	\$54.83	\$50.96	7.6%	\$54.83	\$50.96	7.6%
OPERATIONS REVENUE						
Farebox	\$72,684	\$73,552	-1.2%	\$72,684	\$73,552	-1.2%
Transit Contracts	\$0	\$216	-100.0%	\$0	\$216	-100.0%
I.S.U.	\$0	\$0	#DIV/0!	\$0	\$0	#DIV/0!
Student Body Government	\$0	\$0	#DIV/0!	\$0	\$0	#DIV/0!
City of Ames	\$145,847	\$155,309	-6.1%	\$145,847	\$155,309	-6.1%
IDOT - STA	\$224,651	\$315,005	-28.7%	\$224,651	\$315,005	-28.7%
Section 5307	\$0	\$0	#DIV/0!	\$0	\$0	#DIV/0!
Other Grants	\$0	\$42,717	-100.0%	\$0	\$42,717	-100.0%
Other	\$69,054	\$34,762	98.6%	\$69,054	\$34,762	98.6%
Total Operating Revenue	<u>\$512,236</u>	<u>\$621,561</u>	<u>-17.6%</u>	<u>\$512,236</u>	<u>\$621,561</u>	<u>-17.6%</u>
TOTAL EXPENSES						
Administration	\$230,348	\$241,244	-4.5%	\$230,348	\$241,244	-4.5%
Safety & Training	\$106,862	\$87,495	22.1%	\$106,862	\$87,495	22.1%
Promotion	\$0	\$0	#DIV/0!	\$0	\$0	#DIV/0!
Bldg. & Grounds	\$51,682	\$43,735	18.2%	\$51,682	\$43,735	18.2%
Fixed Route	\$1,657,226	\$1,710,767	-3.1%	\$1,657,226	\$1,710,767	-3.1%
Dial-A-Ride	\$46,112	\$40,214	14.7%	\$46,112	\$40,214	14.7%
Moonlight Express	<u>\$15,846</u>	<u>\$22,855</u>	<u>-30.7%</u>	<u>\$15,846</u>	<u>\$22,855</u>	<u>-30.7%</u>
Operating Total	<u>\$2,108,076</u>	<u>\$2,146,310</u>	<u>-1.8%</u>	<u>\$2,108,076</u>	<u>\$2,146,310</u>	<u>-1.8%</u>
Farebox Revenue	\$72,684	\$73,552	-1.2%	\$72,684	\$73,552	-1.2%
Farebox Rev./Exp. Ratio	3.4%	3.4%	0.6%	3.4%	3.4%	0.6%
Admin. Expense/Pass.	\$0.36	\$0.28	31.9%	\$0.36	\$0.28	31.9%
Admin. Exp./Rev. Mile	\$1.24	\$1.19	4.4%	\$1.24	\$1.19	4.4%
Admin. Exp./Rev. Hour	\$13.00	\$12.29	5.8%	\$13.00	\$12.29	5.8%
Total Expense/Passenger	\$1.98	\$1.59	24.1%	\$1.98	\$1.59	24.1%
Total Expense/Rev. Mile	\$6.75	\$6.87	-1.8%	\$6.75	\$6.87	-1.8%
Total Expense/Rev. Hour	\$70.49	\$70.80	-0.4%	\$70.49	\$70.80	-0.4%

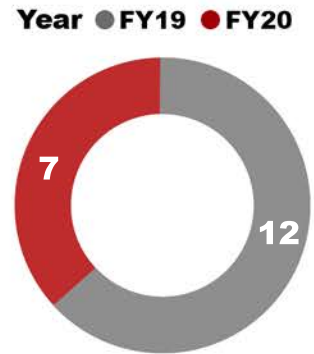
CyRide Quarterly Operations Report

July 1st, 2019 to September 30th, 2019 (1st Quarter)
System Overview - Safety/Fleet

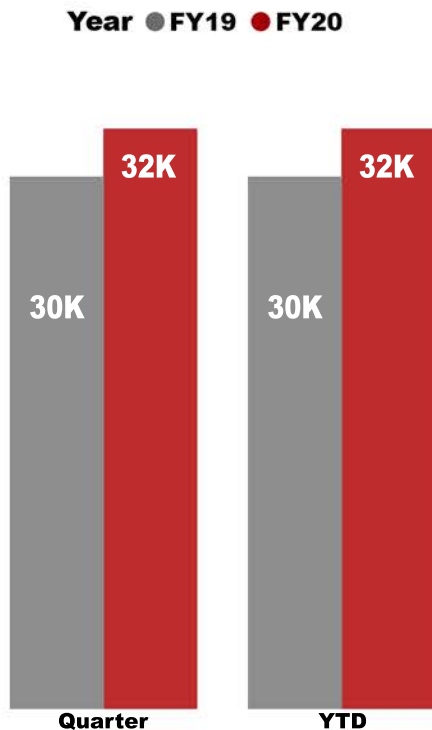
Miles between Preventable Accidents



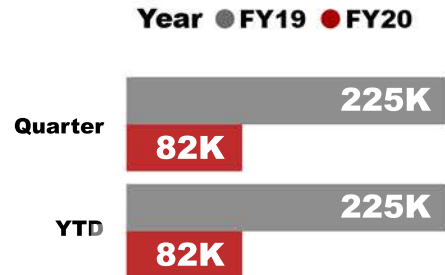
Preventable Accidents 4th Quarter



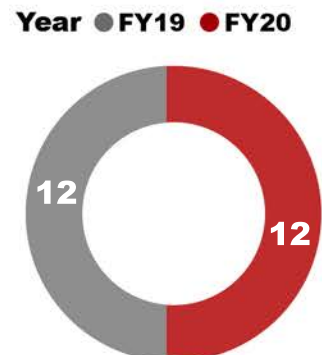
Miles between Major Mechanical Issues



Passengers per Comment



Road Calls 4th Quarter



CyRide Quarterly Operations Report

July 1st, 2019 to September 30th, 2019 (1st Quarter)
System Overview - Efficiency

Total Ridership

Year ● FY19 ● FY20



Revenue Hours

Year ● FY19 ● FY20



Revenue Miles

Year ● FY19 ● FY20



Passengers per Revenue Hour

Year ● FY19 ● FY20



Passengers per Revenue Mile

Year ● FY19 ● FY20



MEMO

Legal Department

To: Mayor Haila, Ames City Council

From: Mark O. Lambert, City Attorney

Date: December 6, 2019

Subject: Changing terms of Council member appointments to boards to coincide with Council terms of office.

At the November 12, 2019 Council meeting, the Council passed a motion directing the City Attorney to look into possibly changing the terms for the AEDC, ACVB, Transit, and Watershed boards to calendar year expirations.

Following are the results of my research:

1. The Ames Convention & Visitor's Bureau: Appointments to the ACVB are already on the basis of a calendar-year term.
2. The Ames Economic Development Commission: Appointments to the AEDC currently begin on July 1. I spoke with Dan Culhane about this, and he indicated he saw no problem with the Council members who serve on the Commission's board doing so on a calendar-year basis. The current written agreement between the City and AEDC is silent as to when the terms begin/end. Mr. Culhane was fine with having a gentlemen's agreement to appoint the Council members to the Commission on January 1, and we can amend the agreement to state such when the agreement is up for renewal in June.
3. Ames Transit Board: The membership and terms of the board members of the Ames Transit Board are set by section 26A.3 of the Ames Municipal Code. Currently, terms begin on May 15. One Council member sits on this board. A couple things to consider: Changing the term for the Council member will mean that one member of the Transit Board will have a term that is out of sync with the other members. Also, the budget for CyRide is typically set in January each year, which would mean a new Council member appointed might be voting on a

budget when seeing it for the first time at her/his first meeting. It will take an ordinance change in order to have the Council member's term begin on January 1st. If the Council wants to make this change, it can adopt a motion for the City Attorney to draft such an ordinance, and we can have it ready for the Dec. 17 Council agenda.

4. The Squaw Creek Watershed Management Authority: Officials with the SCWMA indicated that they did not see a problem with a City Council member serving on their board starting January 1 of each year, though I am still awaiting a final response as someone is reviewing their by-laws, and I hope to have the final response soon.

#



MEMO

Legal Department

To: Mayor Haila and Ames City Council

Item No. 32

From: Mark O. Lambert, City Attorney

Date: December 13, 2019

Subject: Ordinance changing the term of office of the City Council member serving on the Ames Transit Agency Board of Trustees

At the December 10, 2019 Ames City Council meeting, the Council directed the City Attorney to draft an ordinance changing the term of office of the City Council member serving on the Ames Transit Agency Board of Trustees to begin on January 1.

The attached ordinance accomplishes this. The terms of the other Transit Board members will still begin on May 15.

In order to make the appointment to the Transit Board at the December 17, 2019 meeting, all three readings of the ordinance will have to take place at the December 17, 2019 meeting.

#

January

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
			1	2	3	4
5	6	7	8	9 Transit Board Mtg. 4:15pm	10	11
12	13	14	15	16	17	18
19	20 University Holiday	21	22	23	24	25
26	27	28	29	30	31	2020 Board Mtgs. 4:15 p.m. February 13 March 12 April 9 May 14 June 11

2020