

AMES TRANSIT AGENCY BOARD OF TRUSTEES
CYRIDE CONFERENCE ROOM

March 4, 2020

1. CALL TO ORDER: 4:15 P.M.
2. Approval of December 20, 2019 Board Minutes
3. Public Comments
4. FY2024 STBG Grant
5. FY2020 Section 5339 Bus and Bus Facility - Formula Apportionment Award
6. FY2020 Section 5339 Bus & Bus Facility Notice of Funding Opportunity – Discretionary Funding
7. Report of Bid and Award of Contract for 2020 HVAC Improvements
8. Approval of 2020 Bus Turnaround Project Plans and Specifications
9. Administrative Vehicles Purchase
10. Drug and Alcohol Policy Update
11. EASE Service Update – Informational Item
12. Public Input for 2020/2021 Service Changes – Informational Item
13. Transit Director's Report
14. CHANGE to Spring Meeting Dates/Times:
 - April 8, 2020, 4:15PM – May need to change
 - May 13, 2020, 4:15PM
 - June 10, 2020, 4:15PM
15. Adjourn

AMES TRANSIT AGENCY BOARD OF TRUSTEES

AMES, IOWA

December 20, 2019

The Ames Transit Agency Board of Trustees met on December 20, 2019, at 11:15 a.m. in CyRide's Conference room. President Bibiloni called the meeting to order via conference call at 11:23 a.m. with Trustees Cain, Nelson, Schrader, and Schainker present. Absent: Trustee Jeffrey.

APPROVAL OF NOVEMBER 14, 2019 MINUTES: Trustee Schainker made a motion to adopt the November 14, 2019, minutes as presented. Trustee Cain seconded the motion. (Ayes: Five. Nays: None.) Motion carried.

Public in Attendance: Sarah Lawrence and Cathy Brown with ISU Facilities Planning & Management, and, Bronwyn Beatty-Hansen, Mayor Council transit board appointee January 1, 2020.

RECOGNITION OF OUTGOING TRANSIT BOARD MEMBER: Vice President Schrader recognized Trustee Nelson for his time as a valuable member of the Ames Transit Agency Board of Trustees. Trustee Nelson's insight and knowledge has helped guide the Transit Board through several challenging projects and his support will be missed.

PUBLIC COMMENTS: None.

STORY COUNTY MEDICAL CENTER MOU RENEWAL: Director Neal received an email from the Story County Medical Center requesting to renew the Memorandum of Understanding (MOU) in the event of an emergency. The previous MOU on file expired July 31, 2019. The Memorandum of Understanding has been reviewed by the City of Ames Legal department and is not considered a legally binding contract.

Transit board members asked for additional details about the agreement. Director Neal explained that in the event of an emergency, CyRide would transport approximately 60 ambulatory patients from two facilities in Nevada to Ames or within a 30 mile radius of Ames.

Trustee Schainker made a motion to approve the Memorandum of Understanding with Story County Hospital for emergency transportation services. Trustee Schrader seconded the motion. (Ayes: Five. Nays: None.) Motion carried.

CORRECTED 2020-2021 RATE SETTING RESOLUTION - FARES: Director Neal explained two corrections for the 2020-2021 Rate Setting Resolution for Fares adopted by the Transit board on November 14, 2019. She clarified, effective January 1, 2020, HIRTA bucks will no longer be used as a fare on the Dial-A-Ride service, due to a change in the value of

HIRTA bucks. Going forward, Dial-A-Ride customers may use cash or CyRide's yellow tickets, which are valued at \$1.00 each, and may be used on Fixed Route service. This change provides more flexibility for passengers.

The second requested modification is to the \$6.00 fare for ADA para-transit services that are $\frac{3}{4}$ of a mile from the fixed route or anything east of the Skunk River. HIRTA is not currently charging customers this fare, which was previously implemented when the service was contracted with another service provider. It should be updated to reflect the \$2.00 per ride for trips within the City of Ames.

Trustee Schainker made a motion to approve the corrected 2020-2021 Rate Setting Resolution for Fares to reflect changes to the Dial-A-Ride fare structure section from the previously approved 2020-2021 rate structure. Trustee Nelson seconded the motion. (Ayes: Five. Nays: None.) Motion carried.

FY20-21 BUDGET: Director Neal said based on the Intergovernmental Agreement between Iowa State University, Student Government, and the City of Ames, the transit board is required to approve a budget by January 21st of each year. Staff put together proposals for consideration that support the goal of connecting people to the community by providing safe and efficient transportation. A strategic approach was used in the budget development process that incorporates restoring the reserves of the Student Government Trust Fund, addressing declining ridership, using grant opportunities to explore technology to gain operational efficiency, and offering training and development for all levels of staff to aid in succession planning.

Director Neal indicated the current fiscal year revenues were approved in the budget in January 2019, with an increase of 4.6%. She explained the revenue sources, and with the timing of the receipt of some of these funds, skews year-to-date revenue comparisons of the same time last year. Taking into account the timing of the receipt of the State of Iowa funds, budget revenues are close to the adopted amounts, with the exception of fare revenues which are down 1.8%.

Director Neal summarized the budgeted expenses for the current fiscal year and provided a comparison of the expenses over the last year at this time. Wages and benefits have risen 4.4%, mainly because of the union contract increasing on-call pay from \$1.00 to \$5.00 and an increase in sick leave usage. Commodity expenses, including fuel, parts, lubricants, and other commodities are up by 11.8%. This increase reflects unanticipated repairs for fleet and facilities equipment failures. Contractual services increased slightly due to executive recruiting services that were utilized and additional training for staff to meet upcoming federally mandated FTA regulations. Director Neal explained current overall expenses are up by .5% compared to one year ago. This increase is less than the 3.2% increase adopted in the current budget.

Director Neal reviewed the three reserve funds CyRide maintains: the operations fund, capital reserve fund, and the Student Government Trust Fund. She clarified how they are utilized for financial stabilization. She explained that the goal is to maintain an operations fund closing balance of 7.5%-10% for cash flow and unanticipated needs. Further, the capital reserve fund can be used to fund the purchase of rolling stock and improvements to the facility. Lastly, the Student Government Trust Fund (SGTF) can be used to stabilize contributions from the Student Government (SG) to CyRide's operating budget. The SGTF balance fluctuates based on ISU enrollment, SG approved fees, and service levels. Director Neal shared that while the operations fund closing balance and the capital reserve fund are ending the year within the desired parameters, the Student Government Trust Fund is projected to fall short of their balance goal of \$500,000. The projected balance will be of \$410,704. She reviewed the impact that three years of declining enrollment has had on the fund and said CyRide has identified and invested two years of ICAPP grant dollars in the amount of \$464,178 to assist with rebuilding the fund balance to its current projected balance. It was also noted that the proposed budget reflects a transfer of \$1,295,620 to the capital fund for bus purchases, facility improvements, and equipment. This amount is reflected in the anticipated closing balance and accounts for the local shares that will be due for grants for the battery electric buses, minibuses, and the HVAC project.

Director Neal explained the Capital Improvement Plan is a planning document for the next five years. It is incorporated into the overall budget request that is developed based on the priorities of rolling stock, facility improvements, shop and office equipment, and technology. A summary of the upcoming bus purchases and the local share which CyRide is responsible for was provided. It was pointed out that the local share for the battery electric buses is dependent on the results of the 2020 Volkswagen Grant and is unknown at this time. Other capital improvements for the FY 2020/21 include replacing a support vehicle, rehabbing vehicles with corrosion, HVAC replacement, bus and facility technology, bus stop improvements, and shop and office equipment. Director Neal stated the remaining four years of the Capital Improvement Plan are summarized in the board packet.

Director Neal stated the proposed FY 2020/21 baseline budget is 0.3% less than the current year and includes modification to the #3 Blue Route. The budget options are listed as baseline plus the corresponding option numbers and detail the local funding partner cost, including the share in dollars and percentages for each of the funding partners.

A lengthy discussion was held about option 2, which adds additional trips past Ames High School in both the morning and afternoon to provide direct service for students as requested by Ames High parents and Ames School District administrators. The board discussed the status of the Student Government Trust Fund to determine if any service increases could be supported with both the Student Government Trust Fund balance and enrollment declining. Trustees Schrader and Schainker asked what the Student

Government fee amount would need to be if both option 1 and 2 were selected. Director Neal explained that the funding partner percentage for Baseline Plus option 1 and 2 would increase to 3.2%. The additional service on #14 Peach's baseline of 40 minute service, to add 20 minute morning service and #2 Green's additional trips past Ames High School. Trustee Schainker stated that if the per student fee was not increased enough, it would further decrease the balance in the Student Government Trust Fund to cover the increase in percentages from each funding partner if option 1 or 2 was funded. The board continued to talk through different scenarios of fee increases and funding partner percentages and how it might impact the Student Government Trust Fund. Trustee Schainker added that a long-term plan needs to be developed to address the declining Student Government Trust Fund. Director Neal said that if enrollment at ISU continues to decline and the current service level was maintained the student fee increases in future years would need be substantial. However, operations staff has been working on ways to reduce expenses by increasing efficiency, eliminating extra buses that help routes, and reducing the number of drivers needed by utilizing articulated buses. Neal also added that more efficiency needs to be investigated and presented to the board but they need to be thorough and thoughtful to not jeopardize future federal funding levels.

Trustee Schrader made a motion to approve the budget baseline 2.2% local funding partner increase including the capital plan. Motion seconded by Trustee Schainker. (Ayes: Five. Nays: None.) Motion carried.

TRANSIT DIRECTOR'S REPORT:

- 1) Burlington Trailways notified CyRide they were no longer serving Ames due to low ridership.
- 2) CyRide was the recipient of the Bus and Bus Facilities Grant Award from the State of Iowa, receiving an award for 6 new minibuses.
- 3) Staff recently attended training for our FTA Triennial Review, which will be May 5 and 6, 2020.
- 4) First Quarter Operations Report shows ridership is down and miles per preventable accidents are up. A full report is available in the board packet.
- 5) City Council changed the term appointments for the City Council member on the Ames Transit Agency Board of Trustees to have calendar year expirations.
- 6) Update on Facility Improvement Projects.
 - a) CyRide HVAC Improvements
 - b) 2019 Bus Wash Renovations Update
 - c) Bus Shelter at Lincoln Way and Beach
 - d) Upcoming Projects

SPRING SEMESTER MEETING DATES/TIMES:

- January 9, 2020, 4:15PM (Cancelled)

- February 13, 2020, 4:15PM (Cancelled)
- March 4, 2020, 4:15PM
- April 9, 2020, 4:15PM
- May 14, 2020, 4:15PM
- June 11, 2020, 4:15PM

Adjourn: Trustee Schrader made a motion to adjourn the meeting at 1:05 p.m. and seconded by Trustee Nelson. Motion carried.

Juan Bibiloni, President

Joanne Van Dyke, Recording Secretary

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees

FROM: Barbara Neal

DATE: March 4, 2020

SUBJECT: FY2024 STBG Grant

BACKGROUND: The Ames Area Metropolitan Planning Organization (AAMPO) receives approximately \$1.8 million each year for transportation capital projects within the greater Ames community through the Surface Transportation Block Grant Program (STBG). Eligible capital projects include street improvements, traffic signalization, **transit capital**, bike paths, and other transportation enhancement projects. Projects selected for this funding, and approved in the AAMPO's Transportation Improvement Program, could receive up to 80% federal funding. The Ames Area MPO has approved CyRide's previous three requests (FY2020 – FY2023) of \$225,000 in federal funding for new bus capital. Currently, the AAMPO is soliciting grant applications for STBG funding for the FY2024 budget year which are due March 31, 2020. The AAMPO is requesting applications in April as the MPO is required to submit all STBG applications to the Iowa DOT for an eligibility review prior to its formal approval when the Transportation Improvement Program is formally approved.

INFORMATION: The AAMPO will begin the selection process to allocate its FY2024 STBG allocation to transportation projects. The specific fiscal year 2024 request CyRide could make would be to request \$225,000 (approximately 12.5% of the STBG total allocation) for a fifth year of funding for the purchase of buses. If approved, this funding would allow CyRide to upgrade a 40' bus to an articulated bus or utilize the funding to upgrade to an all-electric vehicle if CyRide so desired. If an upgrade is not an option due to lack of local funding, another option might be to utilize this funding to match partial discretionary (FTA Section 5339) or formula (FTA Section 5307) funding for a standard 40-foot heavy-duty bus.

CyRide has identified the need for new bus purchases in the last several years of its Five-Year Capital Improvements Plan (CIP); however, sources of funding have yet to be identified in the latter years of this document. Therefore, STBG funds would provide a funding source for new buses in the CIP in FY2024, representing a fourth year of commitment to bus capital under this federal program. CyRide would also include this project in the Transportation Improvement Program in May 2020. The AAMPO will consider requests for this funding at their mid-May 2020 Technical Committee meeting and subsequent Policy Committee meeting.

CyRide staff is seeking direction on submitting a request to include CyRide's bus project for consideration in the AAMPO's FY2024 STBG project selection process.

ALTERNATIVES:

1. Approve a grant request of \$225,000 in bus capital funds from the Ames Area Metropolitan Planning Organization in STBG federal funds for the FY2024 year.
2. Approve a grant request for a board-directed dollar amount from the Ames Area Metropolitan Planning Organization in STBG federal funds for the FY2024 year.
3. Do not make a grant request for bus capital funds from the Ames Area Metropolitan Planning Organization in STBG federal funds for the FY2024 year.

RECOMMENDATION:

The Transit Director recommends approval of Alternative #1 to approve a request for \$225,000 in federal STBG federal funds from the AAMPO. Transit funds are an eligible item in the federal funding program and sources for new bus funding for CyRide are limited. This will allow the transit system to better manage its average fleet age, which is currently at 11.6 years whereas the national average is approximately 7.6 ([NTD Transit Profiles: 2018 Full Reporters](#)).

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees

FROM: Barbara Neal

DATE: March 4, 2020

SUBJECT: FY2020 Section 5339 Bus and Bus Facility – Formula Apportionment Award

BACKGROUND: Each year, Congress passes legislation, when signed by the President, appropriates funds for the Department of Transportation and related agencies. After the legislation is enacted, FTA publishes a notice in the Federal Register. The notice provides an overview of the apportionments and allocations based on these funds for the various Federal Transit Administration (FTA) programs as well as statements of policy and guidance on public transit administration.

In FY2013, Congress began providing formula apportionments for Bus & Bus Facilities (5339) projects when the MAP-21 transportation bill went into effect. Prior to that, all Bus & Bus Facility projects were allocated via an earmark or Notice of Funding Opportunity (NOFO) where transit agencies had to develop a grant application to FTA Washington. CyRide applied for numerous NOFO's (i.e. State of Good Repair, TIGGER, TIGER, etc.) prior to MAP-21 which took away the ability for transit systems of CyRide's size to apply for discretionary funding. The FAST Act returned the ability for CyRide to apply directly for discretionary funding. CyRide has since applied for the Low-No funding for a Battery Electric Bus project.

In modifying a portion of the Bus & Bus Facility (5339) funding to a formula process, rural and small urban systems (i.e. CyRide) in Iowa receive funding through the Iowa DOT. The Iowa DOT is now dispersing \$7.7 million to transit agencies throughout Iowa for bus replacement based on their requests last May. See funding table below:

FY2020 5339/CMAQ Apportionment Funding To Be Distributed	Federal Funding	Percentage
5339 Non-urban Allocation (< 50,000 in population)	\$3,500,000	85%
5339 Urban Allocation (50,000 – 200,000 in population)	\$1,214,771	85%
Congestion Mitigation & Air Quality (All transit systems eligible)*	\$3,000,000	80%
TOTAL	\$7,714,771	

* The State of Iowa allocates \$3M each year from its CMAQ allocation towards bus replacement due to the low 5339 allocations for Iowa. Iowa would typically request \$7-10 M prior to the formularization of this funding.

INFORMATION: CyRide was notified that nine buses were placed at the top of the PTMS vehicle replacement list. CyRide’s Transit Director accepted funding for four buses contained within the current Capital Plan for FY2022. These buses were placed in the FY2022 at 80% federal funding participation, CyRide will be saving approximately \$71,457 in local match due to receiving 2.8 buses at 85% federal match. Note that one of the buses (#7125) has split funding between 5339/CMAQ allocations. See the table below for the specific dollars allocated to CyRide:

CyRide Capital Plan	Unit #	Percent	Total Cost	Federal Cost	Local Cost
HD 40-foot Bus	07132	85%	\$513,032	\$436,077	\$76,955
HD 40-foot Bus	07123	85%	\$513,032	\$436,077	\$76,955
HD 40-foot Bus	07125	85%	\$403,078	\$342,617	\$60,462
Subtotal 5339 Urban Allocation			\$1,429,142	\$1,214,771	\$214,372
HD 40-foot Bus	07125	80%	\$109,954	\$87,963	\$21,991
HD 40-foot Bus	01141	80%	\$513,032	\$410,426	\$102,606
Subtotal CMAQ Allocation			\$622,986	\$498,389	\$124,597
TOTAL FY2020 5339/CMAQ Allocation			\$2,052,128	\$1,713,160	\$338,969
Available per current Capital Plan (FY2022)			\$2,052,128	\$1,641,702	\$410,426
Difference or Savings to CyRide					\$71,457

The Iowa DOT estimates it will release contracts by fall 2020 but an obligation (formal award or purchase order) for these buses will not be required until fall 2021, which is within FY2022.

To maximize our local funding, CyRide will plan to request up to \$100,000 per bus (\$336,363 maximum for this 5339 formula apportionment allocation) in the third round of the Volkswagen (VW) grant process that will likely be released in January 2021. All of the buses listed above were purchased used from other transit systems and are currently 19-20 years old. CyRide will be required to put a 3-inch hole in the engine and cut to the frames of these buses if funded under VW to permanently retire the vehicle. This future grant item for VW funding will be brought back to the Transit Board in the fall 2020.

No action is needed by the Transit Board at this time.

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees
FROM: Barbara Neal
DATE: March 4, 2020
SUBJECT: FY2020 Section 5339 Bus & Bus Facility Notice of Funding Opportunity – Discretionary Funding

BACKGROUND On January 30, 2020, the Department of Transportation released a Bus & Bus Facilities Notice of Funding Opportunity (NOFO) for bus and bus facility projects. This funding is the same as the formula allocation but is allocated via a competitive process with grant applications submitted to the FTA by March 30, 2020. The Iowa DOT is planning to submit a grant application on behalf of all Iowa transit agencies throughout the State.

CyRide was awarded \$559,470 from the FY2019 NOFO funding for six light duty buses through the State of Iowa's June 2019 discretionary funding grant submission. Funding for these buses is allocated in the FY2021 year of the capital plan.

Earlier in item 5, CyRide was notified of its \$1,713,160 award through the 5339 Bus & Bus Facilities formula apportionment process for four buses in FY2022 of the Capital Plan. This saved CyRide \$71,457 in local funding due to receiving part of the award at 85% federal participation.

REQUEST: CyRide would like to utilize this discretionary opportunity to maximize the higher federal funding, while taking advantage of the third and final round of Volkswagen funding to maximize local match for these bus purchases. Upon Transit Board approval, CyRide would request another five 40' heavy-duty transit buses to be replaced in FY2022, which is not currently contained in the FY2022 of the Capital Plan. The information below provides information to support this request:

- 1) **Savings Due to Higher Federal Participation (85%):** The Bus & Bus Facilities discretionary funding is preferred to the State of Iowa's Public Transit Management System (PTMS) process as it guarantees federal funding at 85%, as opposed to possible 80% funding. CyRide could possibly receive CMAQ funding instead of 5339 Bus & Bus facility formula funding, if buses do not rank high enough in the State's PTMS process. Achieving the higher award in a federal grant saves CyRide approximately \$25,651 per bus or \$128,255 total, as illustrated on the next page.

	%Fed.	Federal	Local	Total	
HD 40-foot Bus	80%	\$410,426	\$102,606	\$513,032	CMAQ/ICAAP
HD 40-foot Bus	85%	\$436,077	\$76,955	\$513,032	Bus & Bus Facilities
Difference/Savings		\$25,652	\$25,651	\$0	
Five HD 40-foot Bus	80%	\$2,052,128	\$513,032	\$2,565,160	CMAQ/ICAAP
Five HD 40-foot Bus	85%	\$2,180,386	\$384,774	\$2,565,160	Bus & Bus Facilities
Difference/Savings		\$128,258	\$128,258	\$0	

2) **Local Commitment of \$384,775 Required:**

	Unit #	% Fed.	Federal	Local	Total
HD 40-foot Bus	1140	85%	\$436,077	\$76,955	\$513,032
HD 40-foot Bus	958/LKS 785	85%	\$436,077	\$76,955	\$513,032
HD 40-foot Bus	956/ LKS 765	85%	\$436,077	\$76,955	\$513,032
HD 40-foot Bus	955	85%	\$436,077	\$76,955	\$513,032
HD 40-foot Bus	957	85%	\$436,077	\$76,955	\$2,565,160
Total			\$2,180,385	\$384,755	\$2,565,160

3) **Local Funding Options:** Options for funding the required \$384,755 local match are listed below:

- **Delay Select Capital Plan Projects:** CyRide would delay select capital projects until the Volkswagen funding for round two is awarded.

Projects Delayed	Local Funding
Security System (Building) – FY20	\$200,000
Facility Improvements – FY22	\$75,000
Shop Equipment – FY22 (Lowered in Capital Plan to \$11,682)	\$38,318
FY2020 5339 Bus & Bus Facilities formula award SAVINGS (see #5 board packet item)	\$71,457
TOTAL	\$384,775

- **Volkswagen (VW) Round 2 Award of \$390,000 anticipated by 7/1/2020:** On February 17, CyRide applied for \$390,000 in VW funding for round two for the Battery Electric bus (BEB) project. CyRide anticipates receiving this funding for the zero emissions bus project, which could fund the local funding for an additional five buses under the Bus & Bus Facility discretionary grant.
- **Volkswagen Grant - Round 3 (Final Round) anticipated to be announced January 2021:** If approved by the transit board, CyRide could submit a grant application for a

third round of VW to support the replacement of all nine buses (four formula; five discretionary of Bus & Bus Facilities funding) in FY2022. The VW would be written to fund the local costs of seven of the nine vehicles to obtain \$500,000. With the Transit Board’s permission, CyRide would apply for this funding in January/February 2021 with the likely award in July 2021. If CyRide is fully funded under the third round of VW, CyRide will be able to purchase nine total buses with a local match requirement of only \$223,744. See table below:

		Total Cost	Federal Cost	Local Cost
4 – HD 40’ Buses (FORMULA 5339 Funding AWARD)	5339 Urban Formula Allocation	\$1,429,142	\$1,214,771	\$214,372
	CMAQ Allocation	\$622,986	\$498,389	\$124,597
5 – HD 40’ Buses (DISCRETIONARY 5339 Funding)	5339 Discretionary	\$2,565,160	2,180,385	\$384,775
9 – 40’ HD Buses TOTAL FY2020 5339/CMAQ Formula Award & FY2020 5339 Discretionary Funding Grant		\$4,617,288	\$3,893,545	\$723,744
VW – Round 3 Submission				-\$500,000
				\$223,744

- **Amoco Loan:** A final option for the Transit Board to consider would be to request a no interest loan for \$313,318 (\$384,775-\$71,457 savings) from the Iowa DOT and spread the repayment of \$62,664 over a five-year period. Amoco loans have been used by the transit board in the past to fund planning of the Ames Intermodal Facility and in 2001 for \$190,740 for bus purchases.

ALTERNATIVES:

1. Approve submission of a FY2020 Bus & Bus Facilities discretionary grant application for the purchase of new buses, committing up to \$384,755 in local match for the grant and developing a letter of support to include within the Iowa DOT grant submittal.
2. Approve submission of a FY2020 Bus & Bus Facilities discretionary grant application for a board specified bus option.
3. Do not submit a FY2020 Bus & Bus Facilities discretionary grant application for additional new buses.

RECOMMENDATION:

The Transit Director recommends approval of Alternative #1 to have the Iowa DOT submit an application for CyRide to purchase new buses, committing up to \$384,755 in local match for the

grant and develop a letter of support to include within the Iowa DOT grant submittal. As this is the last foreseeable opportunity to obtain local reimbursement via the Volkswagen funding. This funding leverages federal dollars to replace five buses that are 19-20 years old.

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees

FROM: Barbara Neal

DATE: March 4, 2020

SUBJECT: Report of Bid and Award of Contract for 2020 HVAC Improvements

BACKGROUND: The CyRide 2020 HVAC Improvement Project (Bid No. 2020-097) was released on January 28, 2020. Bid plans and specifications called for the replacement of outdated facility heating, ventilation, and air conditioning (HVAC) equipment. Bids were due on February 26, 2020. This was the second time the project was released, as project specifications were found to be overly restrictive after the first bids were received.

The HVAC equipment being replaced with this project received the highest priority for replacement in CyRide's Transit Asset Management (TAM) plan. A TAM plan is required by the Federal Transit Administration, and its purpose is to ensure that facility and rolling stock assets are maintained in a state of good repair. In early 2019, CyRide staff applied for an Iowa Department of Transportation Public Transit Infrastructure Grant (PTIG) for the replacement of equipment in five areas of the facility. In July 2019, it was announced that CyRide would be the recipient of \$521,098 in requested grant money. The total project budget is \$651,373 and is listed in the FY2019-2024 and FY2020-2025 CIP.

Only one bid for the project was received. Mechanical Comfort, Inc. of Ames, IA submitted a base bid of \$539,500. Two rooftop units were bid as separate add alternates due to budget concerns. Add Alternate 1 was bid at \$145,500 and Add Alternate 2 was bid at \$54,750. After reviewing the bid results with the project design team, staff is recommending accepting only the base bid, so that adequate funds are reserved for project contingency and A&E fees. The two alternate bid rooftop units will be replaced in future facility improvement projects.

Additionally, bid prices were higher for the second bid even though project specifications were revised to allow more competition. Project budget and bid specifics are provided in the tables below:

Funds Available	Dollars
State PTIG Funds	\$ 521,098
Local Funds	\$ 130,275
Total Available	\$ 651,373

Bidders	Base Bid HVAC equipment removal and replacement	Alternate #1 Removal and replacement of HRU-9	Alternate #2 Removal and replacement of RTU-12
Mechanical Comfort, Inc.	\$539,500	\$145,500	\$54,750

Award of contract is subject to approval by the Iowa Department of Transportation Office of Public Transit.

ALTERNATIVES:

1. Award a contract to Mechanical Comfort, Inc. of Ames Iowa for the base bid amount of \$539,500 and reject alternate bids 1 and 2.
2. Reject the only bid for the project and direct staff to modify the project to reflect Transit Board priorities.

RECOMMENDATION:

The Transit Director recommends approval of Alternative #1 to accept the base bid from Mechanical Comfort, Inc., of Ames, Iowa for a total contract award of \$539,500 and reject alternate bids 1 and 2. This project will replace several pieces of old HVAC equipment and replace it with newer equipment allowing for better facility air quality.

CITY OF AMES, IOWA		
Mike Adair: madair@city.ames.ia.us		
BID NO. 2020-097		
ALTERNATES	<u>ADD ALTERNATE 1:</u> Include work related to the removal and replacement of HRU-9 as indicated on the drawings.	<u>ADD ALTERNATE 2:</u> Include work related to the removal and replacement of RTU-12 as indicated on the drawings.
BIDDERS		
Mechanical Comfort, Inc.	\$145,500.00	\$54,750.00

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees

FROM: Barbara Neal

DATE: March 4, 2020

SUBJECT: Approval of 2020 Bus Turnaround Project Plans and Specifications

BACKGROUND: Concrete pavement at the Ames Middle School bus turnaround was installed when the school was built and has deteriorated over the years, even with periodic upkeep. Last year CyRide was unable to replace the pavement as planned, due to unanticipated legal matter with the property deed. This issue has been resolved and CyRide is ready to move forward with the project, with an updated cost estimate of \$132,211. There is \$150,000 allocated for the project in the capital plan.

INFORMATION: Project plans and specifications are now ready and will be available for review at the Board Meeting. Upon 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. The following schedule has been developed:

Date	Project Element
March 10, 2020	City Council approval of plans & specifications
March 11, 2020	Project release
April 2, 2020	Bids Due
April 9, 2020	Report of bid to Transit Board
April 14, 2020	Report of bid to Ames City Council

ALTERNATIVES:

1. Approve the plans and specifications for the CyRide 2020 Pavement Improvements CyRide Bus Turnaround 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 Pavement Improvements CyRide Bus Turnarounds 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 deteriorated concrete at the Ames Middle School bus turnaround.

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees
FROM: Barbara Neal
DATE: March 4, 2020
SUBJECT: Administrative Vehicles Purchase

BACKGROUND: CyRide primarily uses administrative vehicles to switch drivers along bus routes. Vehicles are typically replaced when they are about seven years old. One vehicle per year is programmed for replacement in the capital plan. In FY19, the vehicle up for replacement was not replaced and the funds were rolled forward to the current fiscal year. Therefore, two vehicles are being replaced in the current budget year.

CyRide has the following funds available for the replacement of two administrative vehicles:

Funds Available	Dollars
CyRide's 2019 Capital Budget	\$ 30,000
CyRide's 2020 Capital Budget	\$30,000
Total Available	\$ 60,000

INFORMATION: On January 27, 2020, RFP #2020-099 was released for the purchase of two fuel efficient hybrid 4x4 SUV's. Having a mix of 4x4 vehicles in the fleet allows drivers to be relieved during inclement weather conditions. Bids were due on February 10, 2020, and seven bids were received. Ames Ford Lincoln of Ames, IA submitted the low bid of \$53,840 for the purchase of two Ford Escape SE Hybrid 4x4 vehicles. See attached bid summary.

ALTERNATIVES:

1. Award a contract to Ames Ford Lincoln of Ames, Iowa in the amount of \$53,840 for the purchase of two Ford Escape SE Hybrid 4x4 vehicles.
2. Reject the bids and direct staff to modify the purchase to reflect Transit Board priorities.

RECOMMENDATION:

The Transit Director recommends approval of Alternative #1 to accept the bid of \$53,840 from Ames Ford Lincoln of Ames, Iowa for a total contract award of \$53,840. This project will replace two CyRide administrative vehicles with new fuel efficient hybrid vehicles.

CITY OF AMES, IOWA						
Mike Adair: madair@city.ames.is.us	<u>2 EA</u> Small Hybrid SUV, AWD or 4x4, 4 Door. Automatic Tranmission	TOTAL COST	Make	Model	Year	Delivery
RFQ No. 2020-099						
CyRide Fleet						
BIDDERS						
Ames Ford Lincoln	\$26,920.14	\$53,840.28	Ford	Escape SE Hybrid	2020	14-16 Weeks
Charles Gabus Ford	\$27,006.00	\$54,012.00	Ford	Escape Hybrid	2020	
McGrath Ford	\$27,455.00	\$54,910.00	Ford	Escape Hybrid	2020	15-17 Weeks
Dewey Ford	\$27,670.14	\$55,340.28	Ford	Escape	2020	14-16 Weeks
Stivers Ford	\$27,692.00	\$55,384.00	Ford	Escape	2020	16 Weeks
Toyota of Des Moines	\$27,999.00	\$55,998.00	Toyota	RAV 4 Hybrid	2020	
Wilson Toyota	\$29,500.00	\$59,000.00	Toyota	RAV 4	2020	8 Weeks

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees

FROM: Barbara Neal

DATE: March 4, 2020

SUBJECT: Drug and Alcohol Policy Update

BACKGROUND: CyRide’s Transit Board of Trustees last approved revisions to the Federal Transit Administration (FTA) required Drug and Alcohol Policy on January 10, 2019. At the time, the policy was modified to reflect FTA’s requirement to increase the drug testing rate from 25 to 50 percent for covered employees.

INFORMATION: Since then, the Assistant Transit Director - Operations position has been filled. One of the responsibilities of this position is oversight of FTA’s drug and alcohol program. CyRide’s drug and alcohol policy will need to be modified to reflect the name change to be in compliance with FTA’s regulations (49 CFR Part 655, as amended and 49 CFR Part 40, as amended, see attached policy section 8). The policy has also been updated to include gender neutral terminology per a request from the City Manager’s office.

ALTERNATIVES:

1. Approve the revisions to CyRide’s Drug and Alcohol Testing Policy to reflect the Assistant Transit Director – Operations name change and to include gender neutral terminology.
2. Do not approve the revisions to CyRide’s Drug and Alcohol Testing Policy.

RECOMMENDATION:

The Transit Director recommends approval of Alternative #1 to adopt the Drug and Alcohol Testing Policy changes, allowing CyRide to be in compliance with federal regulations and to be eligible to continue receiving federal funding.

City of Ames, D/B/A, Ames Transit Agency (CyRide)

Drug and Alcohol Policy

Effective as of 3/4/2020

Adopted by: Ames Transit Agency (CyRide) Board of Trustees

Date Adopted: 3/4/2020

Last Revised: 3/4/2020

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I. Purpose of Policy

This policy complies with 49 CFR Part 655, as amended and 49 CFR Part 40, as amended. Copies of Parts 655 and 40 are available in the drug and alcohol program manager's office and can be found on the internet at the Federal Transit Administration (FTA) Drug and Alcohol Program website <http://transit-safety.fta.dot.gov/DrugAndAlcohol/>.

All covered employees are required to submit to drug and alcohol tests as a condition of employment in accordance with 49 CFR Part 655.

Portions of this policy are not FTA-mandated, but reflect City of Ames, D/B/A, Ames Transit Agency (CyRide)'s policy. These additional provisions are identified by **bold text**.

In addition, DOT has published 49 CFR Part 32, implementing the Drug-Free Workplace Act of 1988, which requires the establishment of drug-free workplace policies and the reporting of certain drug-related offenses to the FTA.

All City of Ames, D/B/A, Ames Transit Agency (CyRide) employees are subject to the provisions of the Drug-Free Workplace Act of 1988.

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the covered workplace. An employee who is convicted of any criminal drug statute for a violation occurring in the workplace shall notify (CyRide) Designated Employee Representative (DER) no later than five days after such conviction.

2. Covered Employees

This policy applies to every person, including an applicant or transferee, who performs or will perform a "safety-sensitive function" as defined in Part 655, section 655.4.

You are a covered employee if you perform any of the following:

- Operating a revenue service vehicle, in or out of revenue service
- Operating a non-revenue vehicle requiring a commercial driver's license
- Controlling movement or dispatch of a revenue service vehicle
- Maintaining (including repairs, overhaul and rebuilding) of a revenue service vehicle or equipment used in revenue service
- Carrying a firearm for security purposes

See Attachment A for a list of covered positions by job title.

3. Prohibited Behavior

Use of illegal drugs is prohibited at all times. All covered employees are prohibited from reporting for duty or remaining on duty any time there is a quantifiable presence of a prohibited drug in the body at or above the minimum thresholds defined in Part 40. Prohibited drugs include:

- marijuana
- cocaine
- phencyclidine (PCP)
- opioids
- amphetamines

All covered employees are prohibited from performing or continuing to perform safety-sensitive functions while having an alcohol concentration of 0.04 or greater.

All covered employees are prohibited from consuming alcohol while performing safety-sensitive job functions or while on-call to perform safety-sensitive job functions. If an on-call employee has consumed alcohol, they must acknowledge the use of alcohol at the time that they are called to report for duty. If the on-call employee claims the ability to perform their safety-sensitive function, they must take an alcohol test with a result of less than 0.02 prior to performance.

All covered employees are prohibited from consuming alcohol within four (4) hours prior to the performance of safety-sensitive job functions.

All covered employees are prohibited from consuming alcohol for eight (8) hours following involvement in an accident or until they submit to the post-accident drug and alcohol test, whichever occurs first.

4. Consequences for Violations

Following a positive drug or alcohol (BAC at or above 0.04) test result or test refusal, the employee will be immediately removed from safety-sensitive duty and referred to a Substance Abuse Professional.

Following a BAC of 0.02 or greater, but less than 0.04, the employee will be immediately removed from safety-sensitive duties for at least eight hours unless a retest results in the employee's alcohol concentration being less than 0.02.

Zero Tolerance

Per City of Ames, D/B/A, Ames Transit Agency (CyRide) policy, any employee who tests positive for drugs or alcohol (BAC above 0.00) or refuses to test **will be removed from duty and terminated from employment**. Any employee who tests positive for drugs or alcohol (BAC at or above 0.04) will be referred to a Substance Abuse Professional (SAP).

5. Circumstances for Testing

Pre-Employment Testing

A negative pre-employment drug test result is required before an employee can first perform safety-sensitive functions. If a pre-employment test is cancelled, the individual will be required to undergo another test and successfully pass with a verified negative result before performing safety-sensitive functions.

If a covered employee has not performed a safety-sensitive function for 90 or more consecutive calendar days, and has not been in the random testing pool during that time, the employee must take and pass a pre-employment test before they can return to a safety-sensitive function.

A covered employee or applicant who has previously failed or refused a DOT pre-employment drug and/or alcohol test must provide proof of having successfully completed a referral, evaluation, and treatment plan meeting DOT requirements.

Reasonable Suspicion Testing

All covered employees shall be subject to a drug and/or alcohol test when City of Ames, D/B/A, Ames Transit Agency (CyRide) has reasonable suspicion to believe that the covered employee has used a prohibited drug and/or engaged in alcohol misuse. A reasonable suspicion referral for testing will be made by a trained supervisor or other trained company official on the basis of specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the covered employee.

Covered employees may be subject to reasonable suspicion drug testing any time while on duty. Covered employees may be subject to reasonable suspicion alcohol testing while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions.

Post-Accident Testing

Covered employees shall be subject to post-accident drug and alcohol testing under the following circumstances:

Fatal Accidents

As soon as practicable following an accident involving the loss of a human life, drug and alcohol tests will be conducted on each surviving covered employee operating the public transportation vehicle at the time of the accident. In addition, any other covered employee whose performance could have contributed to the accident, as determined by City of Ames, D/B/A, Ames Transit Agency (CyRide) using the best information available at the time of the decision, will be tested.

Non-fatal Accidents

As soon as practicable following an accident not involving the loss of a human life, drug and alcohol tests will be conducted on each covered employee operating the public transportation vehicle at the time of the accident if at least one of the following conditions is met:

- (1) The accident results in injuries requiring immediate medical treatment away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident
- (2) One or more vehicles incurs disabling damage and must be towed away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident
- (3) The vehicle is a rail car, trolley car or bus, or vessel, and is removed from operation, unless the covered employee can be completely discounted as a contributing factor to the accident

In addition, any other covered employee whose performance could have contributed to the accident, as determined by City of Ames, D/B/A, Ames Transit Agency (CyRide) using the best information available at the time of the decision, will be tested.

A covered employee subject to post-accident testing must remain readily available, or it is considered a refusal to test. Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident or to prohibit a covered employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care.

Random Testing

Random drug and alcohol tests are unannounced and unpredictable, and the dates for administering random tests are spread reasonably throughout the calendar year. Random testing will be conducted at all times of the day when safety-sensitive functions are performed.

Testing rates will meet or exceed the minimum annual percentage rate set each year by the FTA administrator. The current year testing rates can be viewed online at www.transportation.gov/odapc/random-testing-rates.

The selection of employees for random drug and alcohol testing will be made by a scientifically valid method, such as a random number table or a computer-based random number generator. Under the selection process used, each covered employee will have an equal chance of being tested each time selections are made.

A covered employee may only be randomly tested for alcohol misuse while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions. A covered employee may be randomly tested for prohibited drug use anytime while on duty.

Each covered employee who is notified of selection for random drug or random alcohol testing must immediately proceed to the designated testing site.

Random Testing – End of Shift

Random testing may occur anytime an employee is on duty so long as the employee is notified prior to the end of the shift. Employees who provide advance, verifiable notice of scheduled medical or child care commitments will be random drug tested no later than three hours before the end of their shift and random alcohol tested no later than 30 minutes before the end of their shift. Verifiable documentation of a previously scheduled medical or child care commitment, for the period immediately following an employee's shift, must be provided before the shift begins.

6. Testing Procedures

All FTA drug and alcohol testing will be conducted in accordance with 49 CFR Part 40, as amended.

Dilute Urine Specimen

If there is a negative dilute test result, City of Ames, D/B/A, Ames Transit Agency (CyRide) will accept the test result and there will be no retest, unless the creatinine concentration of a negative dilute specimen was greater than or equal to 2 mg/dL, but less than or equal to 5 mg/dL.

Dilute negative results with a creatinine level greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL require an immediate recollection under direct observation (see 49 CFR Part 40, section 40.67).

Split Specimen Test

In the event of a verified positive test result, or a verified adulterated or substituted result, the employee can request that the split specimen be tested at a second laboratory. City of Ames, D/B/A, Ames Transit Agency (CyRide) guarantees that the split specimen test will be conducted in a timely fashion. The employee will be required to pay for the test. City of Ames, D/B/A, Ames Transit Agency (CyRide) will ensure the cost for the split specimen is covered in order for a timely analysis of the sample; however, the cost of any split sample test that reconfirms the original test, will be reimbursed by the employee.

7. Test Refusals

As a covered employee, you have refused to test if you:

- (1) Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by City of Ames, D/B/A, Ames Transit Agency (CyRide).

- (2) Fail to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.
- (3) Fail to attempt to provide a breath or urine specimen. An employee who does not provide a urine or breath specimen because they have left the testing site before the testing process commenced for a pre-employment test has not refused to test.
- (4) In the case of a directly-observed or monitored urine drug collection, fail to permit monitoring or observation of your provision of a specimen.
- (5) Fail to provide a sufficient quantity of urine or breath without a valid medical explanation.
- (6) Fail or decline to take a second test as directed by the collector or City of Ames, D/B/A, Ames Transit Agency (CyRide) for drug testing.
- (7) Fail to undergo a medical evaluation as required by the MRO or City of Ames, D/B/A, Ames Transit Agency (CyRide)'s Designated Employer Representative (DER).
- (8) Fail to cooperate with any part of the testing process.
- (9) Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly-observed test.
- (10) Possess or wear a prosthetic or other device used to tamper with the collection process.
- (11) Admit to the adulteration or substitution of a specimen to the collector or MRO.
- (12) Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF).
- (13) Fail to remain readily available following an accident.

As a covered employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.

As a covered employee, if you refuse to take a drug and/or alcohol test, you incur the same consequences as testing positive and will be immediately removed from performing safety-sensitive functions, and referred to a SAP.

8. Contact Person

For questions about City of Ames, D/B/A, Ames Transit Agency (CyRide)'s anti-drug and alcohol misuse program, contact Christine Crippen, Assistant Transit Director of Operations, 601 N. University Blvd., Ames, IA 50010.

Attachment A: Covered Positions

City of Ames, D/B/A, Ames Transit Agency (CyRide) positions covered by the above include: Transit Driver, Assistant Director/Fleet & Facilities, Assistant Director/Operations, Maintenance Coordinator, Operations Manager, Transit Trainer, Transit Dispatcher, Lead Mechanic, Mechanic, Mechanic Assistant, Lead Lane worker, Lane worker.

Definitions:

Alcohol - the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols, including methyl or isopropyl alcohol, contained in any beverage, liquid mixture or preparation, mouthwash, candy, food, or medication.

Breath Alcohol Technician (BAT) – a person who instructs and assists employees in the alcohol testing process and operates an evidential breath-testing (EBT) device.

Canceled Test - a drug or alcohol test that has a problem identified that cannot be or has not been corrected or been declared invalid by a Medical Review Officer. A canceled test is neither a positive nor a negative test.

Covered Employee - an employee who performs a safety-sensitive function (see definition under Safety Sensitive Function) including an applicant or transferee whom will be hired to perform a safety-sensitive function (See Attachment A for a list of covered employees).

Designated Employer Representative (DER) - an employee authorized by the employer to receive information about certain kinds and tests results and take required actions, such as causing an employee to be removed from the performance of safety- sensitive functions.

Evidential Breath Testing Device (EBT) - a device approved by the National Highway Traffic Safety Administration (NHTSA) for the evidential testing of breath. Approved devices are listed on the ODAPC website. Conforming products list (CPL) for “Evidential Breath Measurement Devices”.

Medical Review Officer (MRO) - a licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by the drug testing program who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result, together with his/her medical history, and any other relevant bio-medical information.

Revenue Service Vehicles - includes all transit vehicles that are used for passenger transportation service.

Substance Abuse Professional (SAP) - a licensed physician (medical doctor or doctor of osteopathy) or licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission or by the International Certification Reciprocity Consortium/Alcohol and other Drug Abuse) with knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol related disorders. A SAP evaluates employees who have violated a DOT drug and/or alcohol regulation and makes recommendations concerning education, treatment, follow-up testing, and aftercare. A list of qualified agencies for drug and alcohol abuse counselor’s certifications/licenses, are listed on the ODAPC website.

CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees
FROM: Barbara Neal
DATE: March 4, 2020
SUBJECT: EASE Service Update – Informational Item

BACKGROUND: The 2017 system redesign study presented a recommendation for creating a new flexible transit route in the Innovative Transit Service area of east Ames. This service was implemented in CyRide 2.0 as the East Ames Service Extension (EASE), which began operations on May 7, 2018. Passengers riding in this area have the ability to schedule rides to or from any location within the EASE service, with connections to other fixed routes at the City Hall transfer point.

The flexible nature of the EASE service is unique among the regular fixed route services CyRide operates. To ensure the needs of passengers in the Innovative Transit Service area are being met, CyRide has been actively surveying riders and monitoring usage of the EASE service.

INFORMATION: CyRide recently utilized a public survey to collect feedback regarding the EASE service. The survey was made available for two weeks February 7 - February 21, with paper copies available on the EASE buses and an electronic version published on the CyRide website. In total, 61 people responded to the survey, with greater than 90% of respondents indicating they had either a neutral or positive opinion of the EASE service. Full survey results are attached.

CyRide had previously surveyed EASE riders in 2018, and at that time the survey was limited to only 13 responses. CyRide plans to use the paper and electronic survey format again in the future to gather more representative data for comparison purposes.

Ridership information for the EASE service is shown on a monthly basis in the following table. Overall, ridership for the period of July 1 through December 31 was 3,925 for 2018, and 3,308 for 2019, a difference of -15.7%. For the whole period of EASE service operation, the route has averaged 2.5 passengers per revenue hour, which is similar to the 2.4 passengers per revenue hour performance goal set for Dial-A-Ride service. Staff will continue to monitor ridership changes and will bring recommendations to the board for service adjustments as needed in the future.

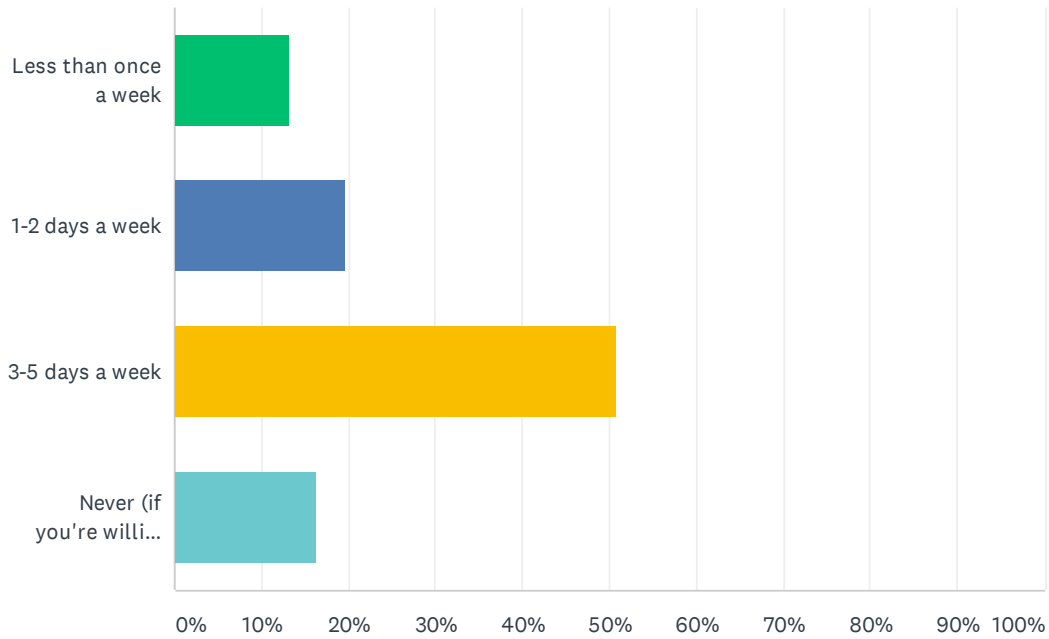
Month	2018	2019	Change
January		739	<i>n/a</i>
February		782	<i>n/a</i>
March		832	<i>n/a</i>
April		914	<i>n/a</i>
May	360	588	63%
June	420	488	16%
July	491	469	-4%
August	685	502	-27%
September	711	526	-26%
October	789	729	-8%
November	694	576	-17%
December	555	506	-9%

A separate map is attached showing the relative activity level of different boarding/alighting locations, where larger circles indicate greater utilization of the EASE service at that location. This data is valid for the most recent fall semester of the CyRide school year schedule.

Finally, CyRide staff have been reaching out to numerous locations in the EASE area in an effort to increase awareness of the service. Informational flyers and brochures were developed and distributed to various locations within the EASE service area. Staff intends to follow up with local organizations and determine to what extent future changes may be needed to best serve riders in this part of the community.

Q1 How often do you ride EASE?

Answered: 61 Skipped: 0

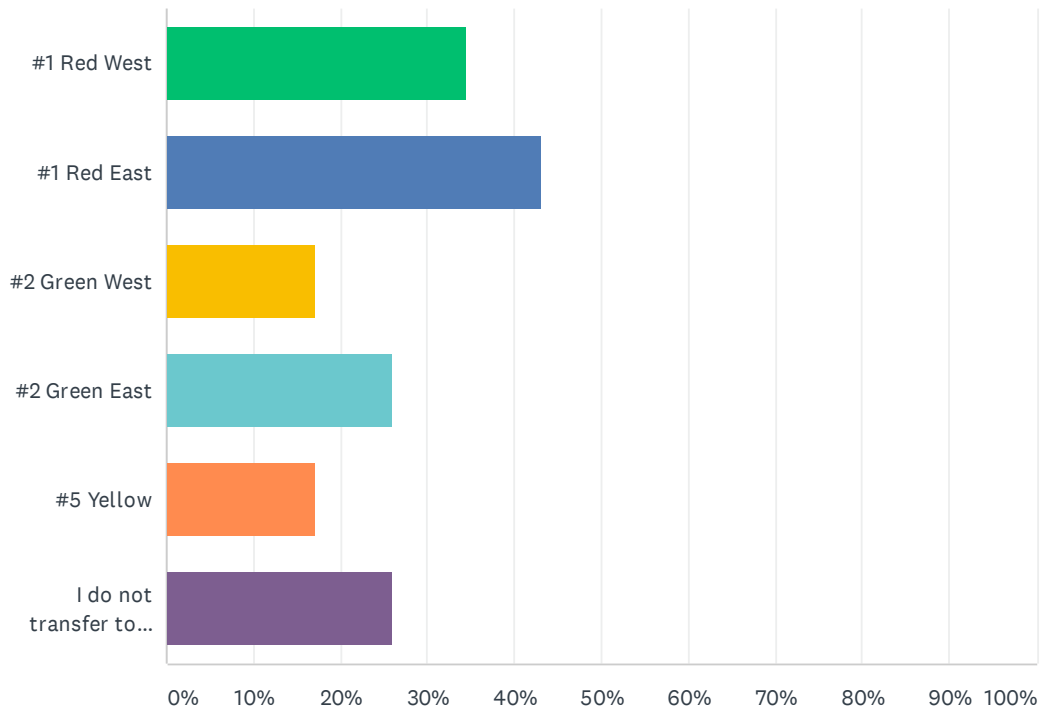


ANSWER CHOICES	RESPONSES
Less than once a week	13.11% 8
1-2 days a week	19.67% 12
3-5 days a week	50.82% 31
Never (if you're willing, please explain why you do not ride EASE)	16.39% 10
TOTAL	61

#	NEVER (IF YOU'RE WILLING, PLEASE EXPLAIN WHY YOU DO NOT RIDE EASE)	DATE
1	I actually never knew this service existed	2/21/2020 9:27 PM
2	Was not aware of it	2/21/2020 11:30 AM
3	I no longer ride EASE because the wheelchair ramps rattle too much.	2/21/2020 8:49 AM
4	I'm from North Ames	2/20/2020 11:07 AM
5	Never go to that side of Ames	2/19/2020 4:54 PM
6	I ride CyRide	2/19/2020 11:46 AM
7	Have no reason to anymore dont work on that side of town anymore	2/16/2020 4:43 PM
8	I genuinely don't really understand how it works. I think I looked up how to use it before but the information was lacking and I got confused.	2/16/2020 4:38 PM
9	We have volunteers who ride EASE to server with our organization.	2/14/2020 11:31 AM
10	I don't ever go to East Ames	2/12/2020 2:56 PM

Q2 What CyRide route(s) do you ride to City Hall to TRANSFER TO the EASE service? (Select all that apply.)

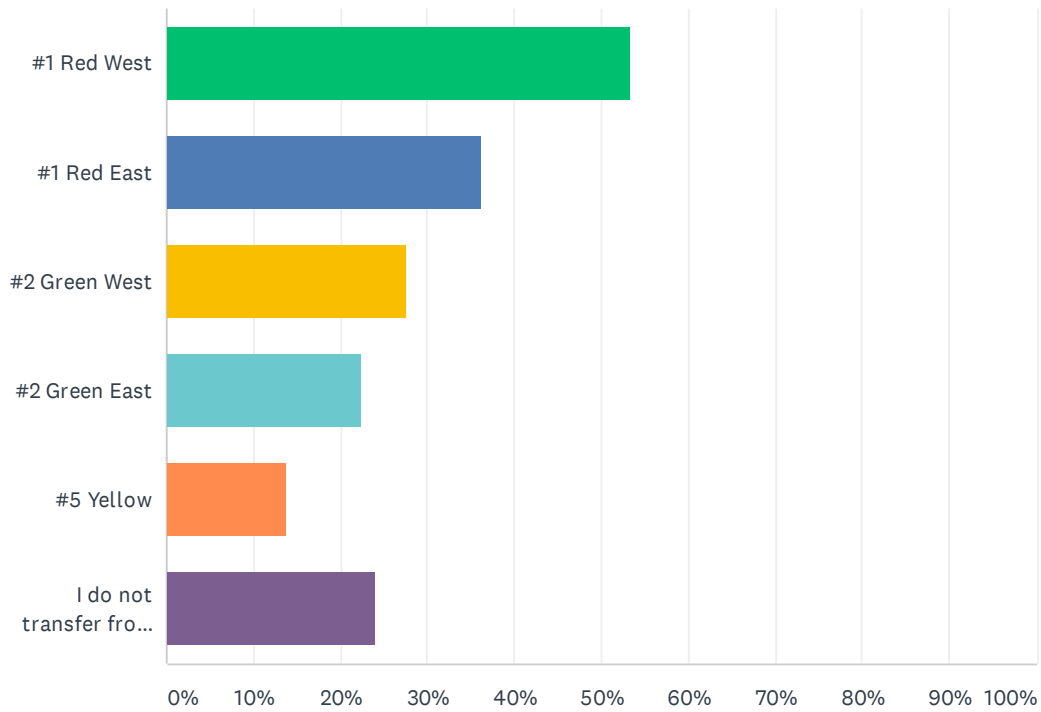
Answered: 58 Skipped: 3



ANSWER CHOICES	RESPONSES	
#1 Red West	34.48%	20
#1 Red East	43.10%	25
#2 Green West	17.24%	10
#2 Green East	25.86%	15
#5 Yellow	17.24%	10
I do not transfer to EASE	25.86%	15
Total Respondents: 58		

Q3 What CyRide route(s) do you ride at City Hall after TRANSFERRING FROM the EASE service? (Select all that apply.)

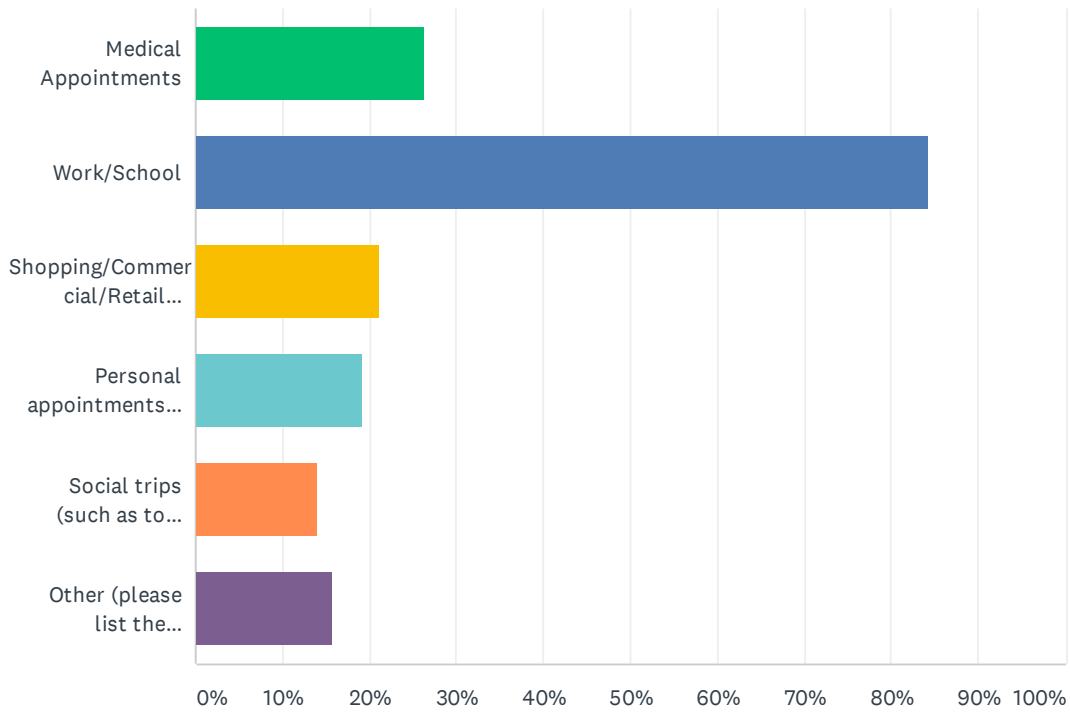
Answered: 58 Skipped: 3



ANSWER CHOICES	RESPONSES	
#1 Red West	53.45%	31
#1 Red East	36.21%	21
#2 Green West	27.59%	16
#2 Green East	22.41%	13
#5 Yellow	13.79%	8
I do not transfer from EASE	24.14%	14
Total Respondents: 58		

Q4 Please check the reason(s) you ride the EASE service. (Select all that apply.)

Answered: 57 Skipped: 4

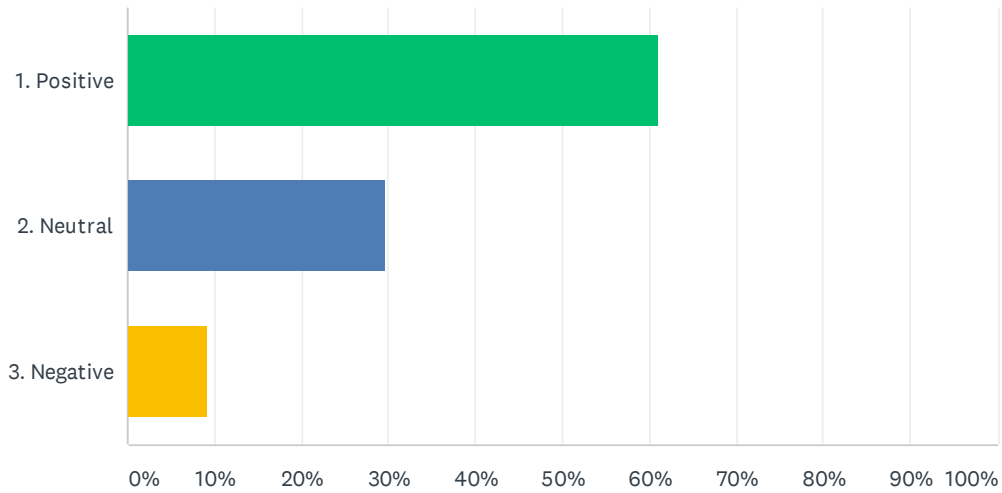


ANSWER CHOICES	RESPONSES	
Medical Appointments	26.32%	15
Work/School	84.21%	48
Shopping/Commercial/Retail (such as for grocery shopping or mall)	21.05%	12
Personal appointments (such as to the beauty shop)	19.30%	11
Social trips (such as to visit a friend)	14.04%	8
Other (please list the reason)	15.79%	9
Total Respondents: 57		

#	OTHER (PLEASE LIST THE REASON)	DATE
1	On the weekends I would probably use the service to transfer to Frederiksen Court on the weekends since Cardinal 21 does not run on the weekend. I find it frustrating that Cyride cannot have at least one Cardinal 21 bus run on the weekends, I would even pay extra if they did offer this option. I find it stressful that the service isn't focusing on transporting students from the library at late night around when exams hit hard in school.	2/21/2020 9:27 PM
2	Mainstream Living to WestTowne Courts	2/17/2020 1:10 PM
3	My car stopped working.	2/14/2020 5:54 PM
4	Salvation Army payee	2/14/2020 2:03 PM
5	After work to catch Red East to pick up daughter from daycare.	2/14/2020 1:47 PM
6	Nothing Listed	2/14/2020 1:44 PM
7	I revolve my schedule around availability.	2/14/2020 1:33 PM
8	It would be nice to go to menards. Maybe #9 could do that.	2/13/2020 4:10 PM
9	adfadf	2/7/2020 1:21 PM

Q5 In general, what is your opinion of the new EASE service?

Answered: 54 Skipped: 7



ANSWER CHOICES	RESPONSES
1. Positive	61.11% 33
2. Neutral	29.63% 16
3. Negative	9.26% 5
TOTAL	54

Q6 Please share any comments (positive or negative) regarding the EASE service.

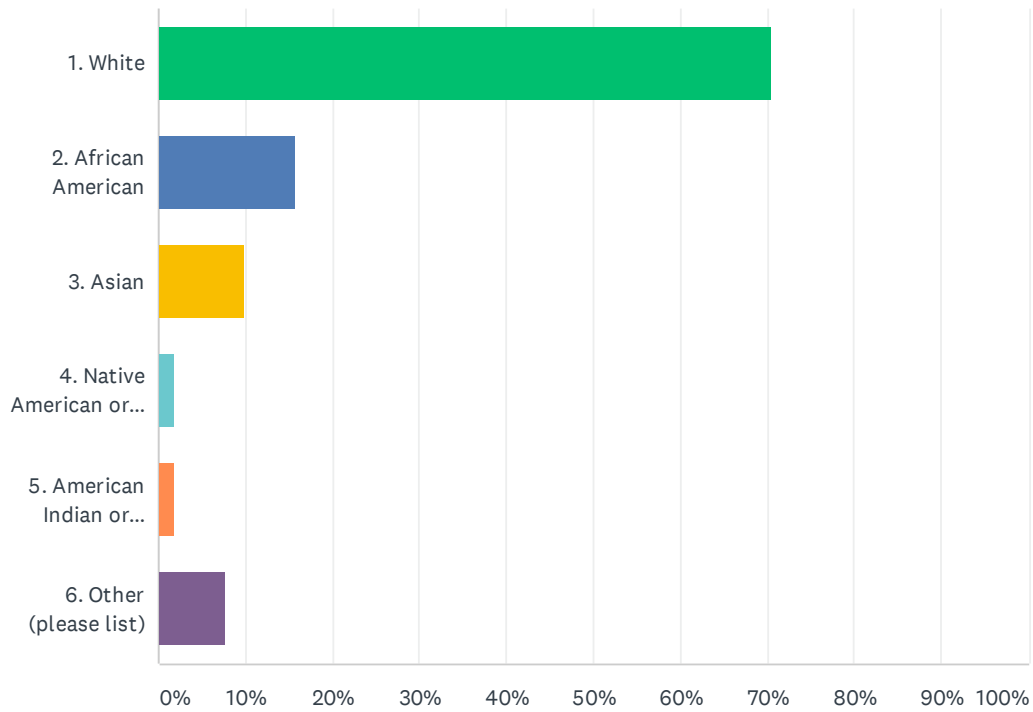
Answered: 37 Skipped: 24

#	RESPONSES	DATE
1	There can be better allocation of how the bus service is running through campus, buses that have lower traffic could allocated to run from Frederiksen Court to the library. Some more optimal choices for students would be a direct route options for students to vote on were they want the buses to run on the weekend, through the means of a survey permalink on the my-state app. This possible option will save the company time and money on the weekends develop a efficient routing service. From the voice of the students to Cyride, If we a least had some buses run from Freddy court to the library it would ease the stress of students. There have been multiple complaints from students that why it hasn't been done yet. If Cyride can save students more time on the weekends it will help with the overall satisfaction of the company. From a students perceptive there is more work that needs to be done in workings of CY-Ride 3.0 before its even close to successful.	2/21/2020 9:27 PM
2	Was not aware of it until I saw the survey posted	2/21/2020 11:30 AM
3	could run more	2/17/2020 4:05 PM
4	Love it. Very helpful for those unable to drive like my self due to medical reasons.	2/17/2020 1:13 PM
5	No	2/17/2020 1:12 PM
6	Should have more frequent trips, every half-an-hour or so.	2/17/2020 1:11 PM
7	I think it is a good idea, but sucks that it doesnt run on the weekends would have been super helpful if it did when I was working at Country Inn and Suites doing Housekeeping and had to work those early morning shifts	2/16/2020 4:43 PM
8	I don't really know how to use it and so I haven't	2/16/2020 4:38 PM
9	Having one bus per hour at City Hall makes it very difficult and inconvenient to get anywhere on time. It would be nice if there were more busses available per hour.	2/14/2020 5:54 PM
10	It would be great if they didn't spend a while picking up people..	2/14/2020 2:14 PM
11	Feel it's unsafe unreliable.	2/14/2020 2:07 PM
12	In the mornings before 10 am it would be nice to have more buses.	2/14/2020 2:05 PM
13	Drivers are willing to speak with and communicate with clientele. A very positive experience.	2/14/2020 2:03 PM
14	Every thirty minuets would infinitely help a lot of people!	2/14/2020 1:53 PM
15	Good service and transportation.	2/14/2020 1:52 PM
16	Better pick up and drop off location to Hach.	2/14/2020 1:51 PM
17	For the most part I like it. I have had a few troubles but was able to get them corrected.	2/14/2020 1:50 PM
18	Convenience	2/14/2020 1:49 PM
19	I have ridden the EASE bus to work and after work it's easy to contact from a pickup after work and to transfer to from another bus. The time it arrives at my job is very dependable and not long of a wait.	2/14/2020 1:47 PM
20	It might be easier to have the Hach drop off point where the old pink route stopped. The parking lot is small and the old stop is a more central location.	2/14/2020 1:43 PM
21	I enjoy riding EASE it is very helpful.	2/14/2020 1:40 PM
22	Only way home from work.	2/14/2020 1:39 PM
23	Good service going out towards the east side but restrictions on where you can get off at when headed back west towards City Hall.	2/14/2020 1:36 PM
24	I would be in a tough spot without it.	2/14/2020 1:34 PM
25	It'd be nice to have a #10 route running on the same schedule as the weekday Red #1. From what is currently the EASE zone into town. A sidewalk would also be nice HA HA.	2/14/2020 1:33 PM
26	It doesn't go to the shopping areas on Duff.	2/14/2020 1:26 PM
27	On time, does a great job.	2/14/2020 1:23 PM

28	I work later into the night (9-10), then have to walk all the way back to City Hall from Bell Ave. So some sort of late bus would be nice.	2/14/2020 1:22 PM
29	I just don't like how the bus can stop at only a certain stop (City Hall) and not on the other stops that it passes.	2/14/2020 1:20 PM
30	I am happy to have this option from cyride. Makes it easier to commute to work.	2/14/2020 1:19 PM
31	Safe drive. Good work.	2/14/2020 1:17 PM
32	It is currently my only means of transportation, and I have had a generally positive experience riding.	2/14/2020 1:15 PM
33	I have waited for ease on Lincoln way to go east or to get to city hall. I called and they said you have to be at city hall to ride. It would be nice if you could get picked up on the route either way.	2/13/2020 4:10 PM
34	The driver on weekday evenings seems very grumpy and cantankerous. Brooding and moody. I like drivers who are friendly, upbeat and happy. I stopped riding EASE (and thus missing several meetings) because I want(ed) to avoid this guy and his negative attitude and unpleasant demeanor. If you get a new driver I will start riding again. Have a nice day.	2/11/2020 10:04 AM
35	What's annoying is how on the weekends Red EAST and WEST are so few buses running, and having to run half a mile to catch Red living up West Ames because Cherry or any other bus doesn't run, is frustrating when I have a medical appointment all the way across town! If you can assign more bus routes for people that don't drive, I'm sure most people would appreciate it.	2/10/2020 8:43 AM
36	I love the EASE route because it fits perfectly with my work schedule. However, for me, its utility is limited outside of work. I like to take the bus instead of driving. Maybe more times leaving and arriving at city hall would make it more useful.	2/8/2020 4:28 PM
37	Don't change a thing.	2/7/2020 1:21 PM

Q7 Please indicate your race. (for federal planning purposes) - Check as many that apply.

Answered: 51 Skipped: 10

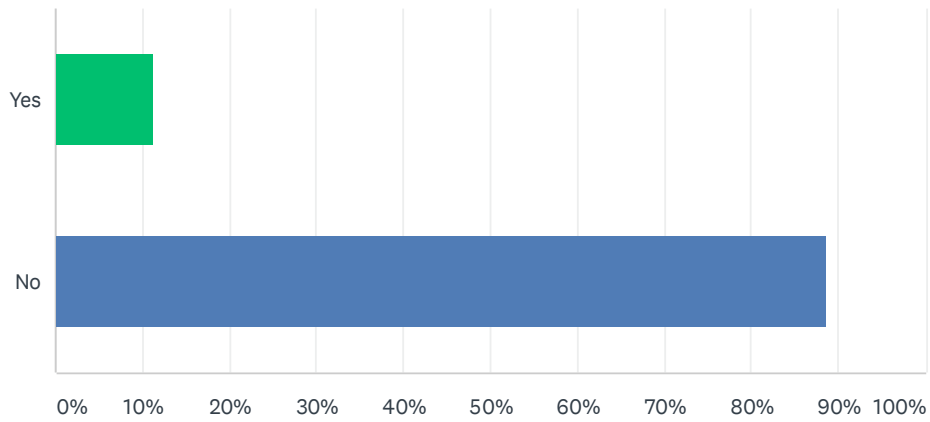


ANSWER CHOICES	RESPONSES
1. White	70.59% 36
2. African American	15.69% 8
3. Asian	9.80% 5
4. Native American or Pacific Islander	1.96% 1
5. American Indian or Alaskan Native	1.96% 1
6. Other (please list)	7.84% 4
Total Respondents: 51	

#	6. OTHER (PLEASE LIST)	DATE
1	American Hispanic	2/14/2020 1:53 PM
2	Black	2/14/2020 1:51 PM
3	Hispanic	2/14/2020 1:37 PM
4	African	2/14/2020 1:20 PM

Q8 Please identify if you are Hispanic or Latino. (for federal planning purposes)

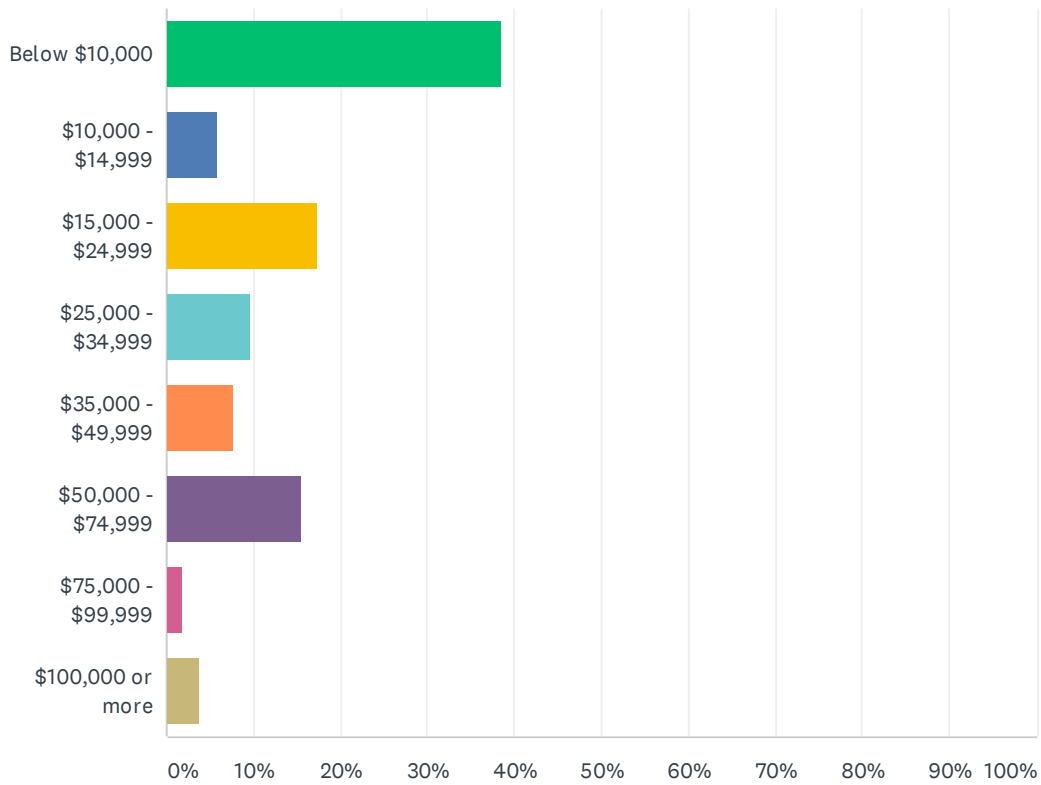
Answered: 53 Skipped: 8



ANSWER CHOICES	RESPONSES	
Yes	11.32%	6
No	88.68%	47
TOTAL		53

Q9 Please indicate your annual household income. (for federal planning purposes)

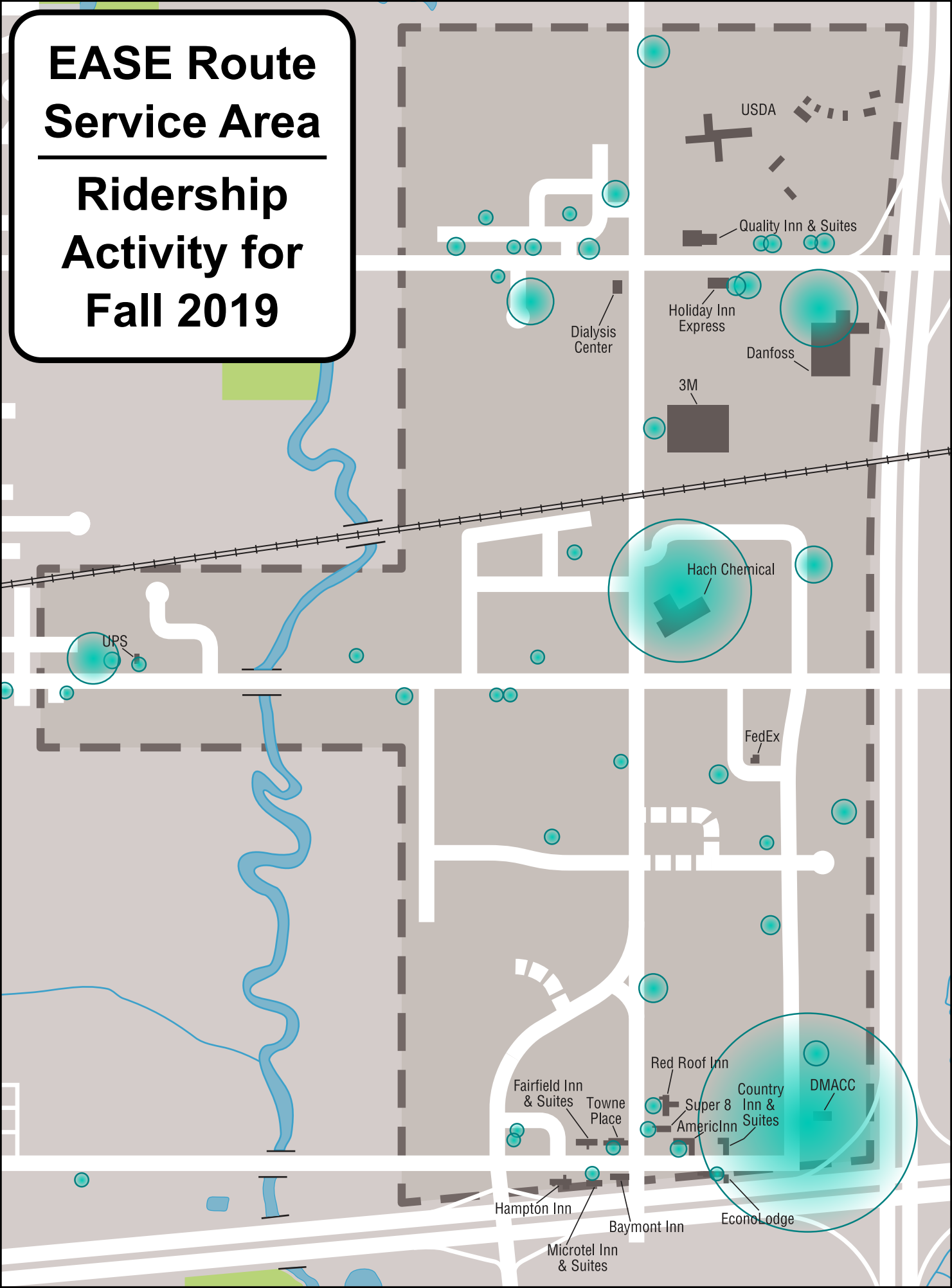
Answered: 52 Skipped: 9



ANSWER CHOICES	RESPONSES	
Below \$10,000	38.46%	20
\$10,000 - \$14,999	5.77%	3
\$15,000 - \$24,999	17.31%	9
\$25,000 - \$34,999	9.62%	5
\$35,000 - \$49,999	7.69%	4
\$50,000 - \$74,999	15.38%	8
\$75,000 - \$99,999	1.92%	1
\$100,000 or more	3.85%	2
TOTAL		52

EASE Route Service Area

Ridership Activity for Fall 2019



CITY OF AMES, Iowa

MEMO TO: Ames Transit Board of Trustees

FROM: Barbara Neal

DATE: March 4, 2020

SUBJECT: Public Input for 2020/2021 Service Changes – Informational Item

BACKGROUND: At the December 20, 2019 Transit Board meeting, the board approved the baseline budget for the 2020-2021 fiscal year. This included modifications to the #3 Blue Route to follow its current detour alignment, as well as a reduction in service levels to the #14 Peach Route from 30 minutes to 40 minutes. The change to both routes is considered a major service reduction of more than 10% and requires public input meetings before implementation (see attached public handout regarding changes).

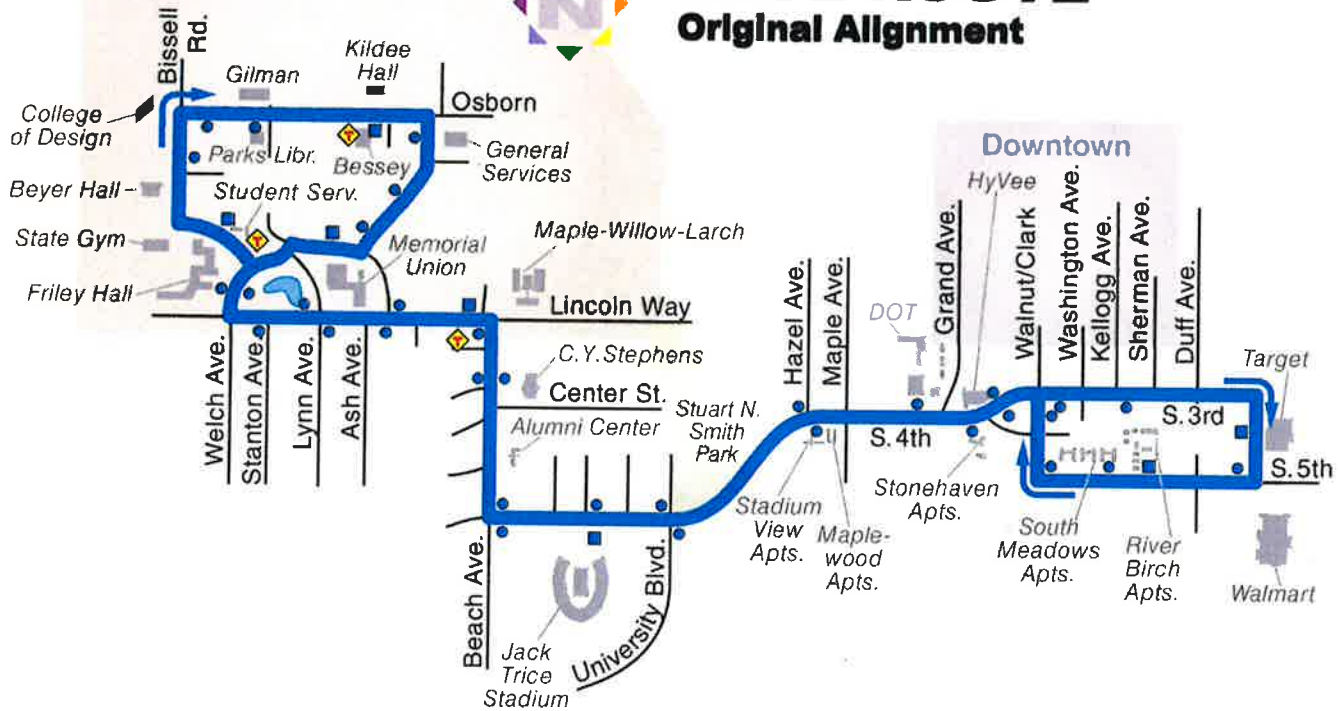
INFORMATION: CyRide developed an online survey and held a public meeting on February 25, 2020, to gather input on the major service changes being implemented May 2020. Both of these service changes were over the 10% of the route miles for each of the services, therefore public input was required according to CyRide’s Title VI policies. However, no public was in attendance at the meeting.

CyRide did receive one email comment regarding the proposed modification to the #14 Peach schedule. The comment requested the route start ten minutes earlier than initially proposed. This request has no budgetary impact, so the change has been made to accommodate the passenger’s request.

ISU



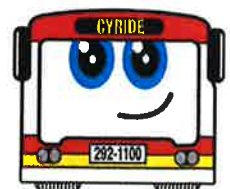
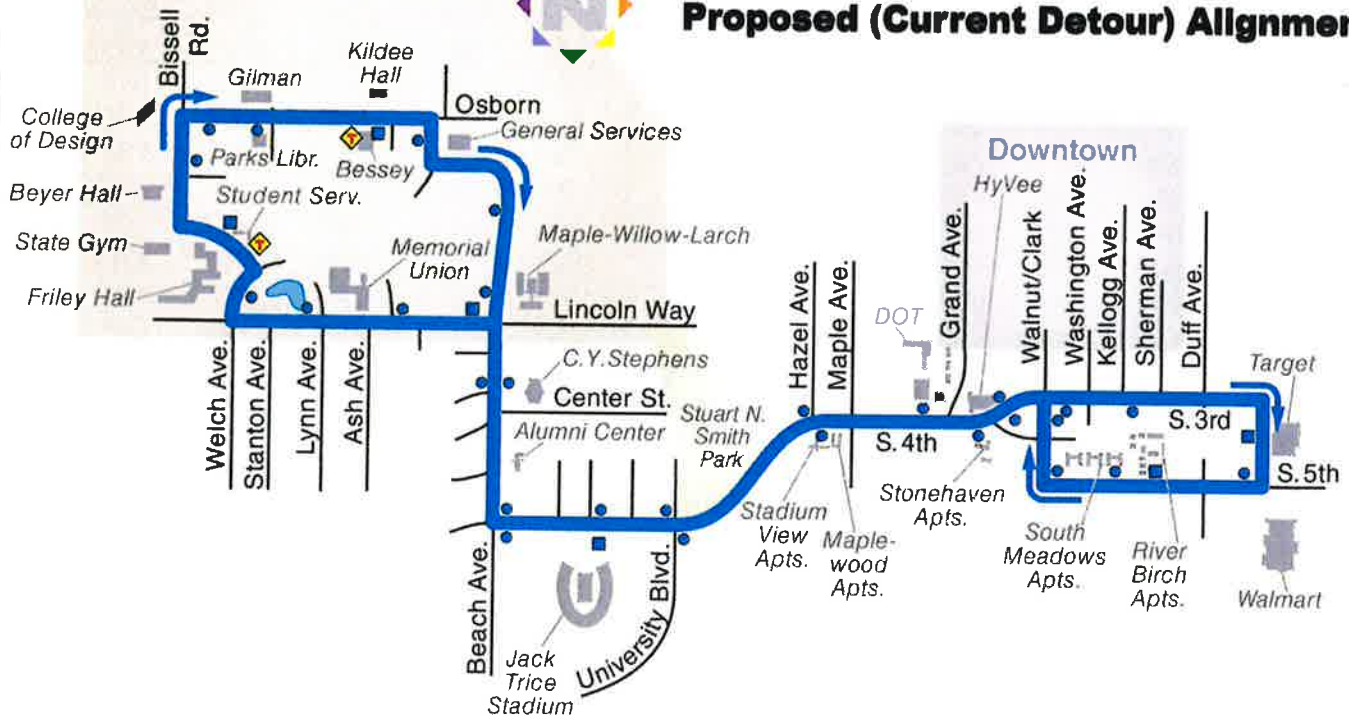
BLUE ROUTE Original Alignment

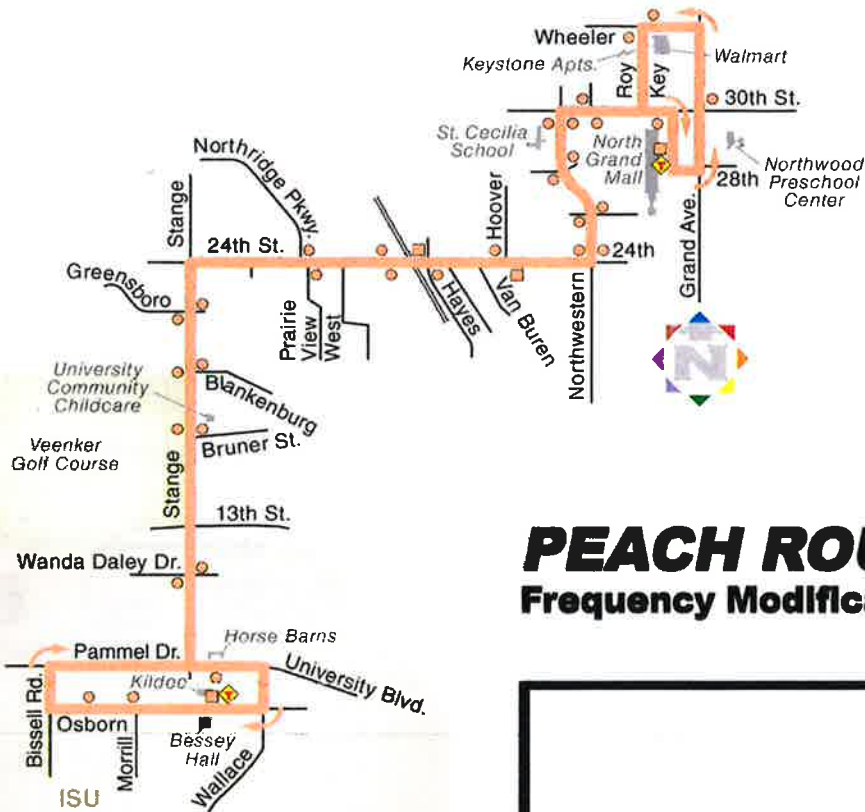


ISU



BLUE ROUTE Proposed (Current Detour) Alignment

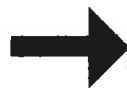




PEACH ROUTE

Frequency Modification 30min. to 40min.

North Grand Mall	24th & Hayes	Kildee Hall	24th & Hoover	North Grand Mall
6:40	6:45	6:52	7:00	7:05
7:10	7:15	7:22	7:30	7:35
7:40	7:45	7:52	8:00	8:05
8:10	8:15	8:22	8:30	8:35
8:40	8:45	8:52	9:00	9:05
9:10	9:15	9:22	9:30	9:35
9:40	9:45	9:52	10:00	10:05
10:10	10:15	10:22	10:30	10:35
10:40	10:45	10:52	11:00	11:05
11:10	11:15	11:22	11:30	11:35
11:40	11:45	11:52	12:00	12:05
12:10	12:15	12:22	12:30	12:35
12:40	12:45	12:52	1:00	1:05
1:10	1:15	1:22	1:30	1:35
1:40	1:45	1:52	2:00	2:05
2:10	2:15	2:22	2:30	2:35
2:40	2:45	2:52	3:00	3:05
3:10	3:15	3:22	3:30	3:35
3:40	3:45	3:52	4:00	4:05
4:10	4:15	4:22	4:30	4:35
4:40	4:45	4:52	5:00	5:05
5:10	5:15	5:22	5:30	5:35
5:40	5:45	5:52	6:00	6:05
6:10	6:15	6:22	6:30	6:35
6:40	6:45	6:52	7:00	+



North Grand Mall	24th & Hayes	Kildee Hall	24th & Hoover	North Grand Mall
6:40	6:45	6:52	7:00	7:07
7:20	7:25	7:32	7:40	7:47
8:00	8:05	8:12	8:20	8:27
8:40	8:45	8:52	9:00	9:07
9:20	9:25	9:32	9:40	9:47
10:00	10:05	10:12	10:20	10:27
10:40	10:45	10:52	11:00	11:07
11:20	11:25	11:32	11:40	11:47
12:00	12:05	12:12	12:20	12:27
12:40	12:45	12:52	1:00	1:07
1:20	1:25	1:32	1:40	1:47
2:00	2:05	2:12	2:20	2:27
2:40	2:45	2:52	3:00	3:07
3:20	3:25	3:32	3:40	3:47
4:00	4:05	4:12	4:20	4:27
4:40	4:45	4:52	5:00	5:07
5:20	5:25	5:32	5:40	5:47
6:00	6:05	6:12	6:20	6:27
6:40	6:45	6:52	7:00	+



**Transit Director's Report
March 2020**

1. ICAAP FFY2021

CyRide was notified in January that the Iowa Clean Air Attainment (ICAAP) grant, for \$432,363, was funded by the IDOT. Submission of this grant was approved by the Transit Board on August 2019 and the grant was submitted on October 2019. The savings created by this grant would increase the closing balance and the board could decide to commit these savings to another CyRide priority. This funding will be available next federal fiscal year, starting October 2020, and will help finance the following routes:

- #6 Brown, Add Night Service – Year 1
- #11 Cherry, Add Night Service – Year 1; Added Frequency – Year 2
- #12 Lilac, Add Midday Service – Year 1; New Expansion Route – Year 2
- #1 Red, Added frequency – Year 2
- #7 Purple, Added frequency – Year 2

2. Federal Triennial Submitted

CyRide compiled and submitted documentation for its Federal Triennial review in January after being issued an extension. The Triennial Review is one of FTA's management tools for examining grantee performance and adherence to current FTA requirements and policies. The Triennial Review occurs once every three years and examines how grant recipients meet statutory and administrative requirements. CyRide's onsite review is scheduled for May 5 and 6, 2020.

3. Radio Update

CyRide is part of the countywide conversion to the new P25 system. This system conversion required replacement of approximately 109 radios at CyRide. Over winter break CyRide was the first department to complete this transition and the new radios are operating well.

4. 2020 Volkswagen Settlement Grant (VW) Funding Application

The State of Iowa was awarded \$21 million of VW settlement funds and has allocated \$9.45 million of the total towards eligible school, shuttle, and transit bus projects over three separate funding cycles. CyRide was successful in the first round of the program receiving \$170,640 in 2019, towards the purchase of three diesel vehicles. The submission for the next round of grant funding was due February 17, 2020. At the September transit board meeting the board approved staff to prepare and submit an application for the 2020 Volkswagen Settlement Grant (VW) Application for two electric buses and depot charging stations/dispensers in the amount of \$390,000.

5. Ames Intermodal Facility Leases

The Ames Intermodal Facility currently has three tenants: Executive Express, Jefferson Lines and the Ames Police Department's Neighborhood Division. The two private companies pay a monthly rate and the Police Department's lease is a no cost lease. The two private

lessee's rates are evaluated each year based on the Producer Price Index change from December to December. The commencement date of any tenant rent increases would begin on July 1. This past year the PPI increased only .02%, and based on this low increase we are recommending no change in rates this year.

6. Second 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 second quarter of the fiscal year, October 2019 – December 2019 is attached.

CYRIDE QUARTERLY OPERATIONS REPORT

October 1st, 2019 to December 31st, 2019 (2nd Quarter)

	FY 2020 2nd Qtr	FY 2019 2nd Qtr	% CHANGE	FY 2020 YTD	FY 2019 YTD	% CHANGE
MAINTENANCE						
Interior Clean	121	144	-16.0%	206	320	-35.6%
Shop Road Calls	9	11	-18.2%	21	23	-8.7%
Miles per Shop Road Call	46,717	36,572	27.7%	37,018	33,026	12.1%
NTD Minor Mech.	60	66	-9.1%	130	124	4.8%
NTD Major Mech.	7	9	-22.2%	18	21	-14.3%
Total NTD Mechanical Prob.	67	75	-10.7%	148	145	2.1%
Miles per Major Mech.	60,065	44,700	34.4%	43,188	36,171	19.4%
Gasoline Vehicles						
Gas Miles Driven	36,431	38,197	-4.6%	66,292	77,205	-14.1%
Total Gallons Gas	4,423	4,762	-7.1%	8,156	8,865	-8.0%
Total Gas Cost	9,016	11,477	-21.4%	\$16,613	21,309	-22.0%
Avg. Gas Cost/Gallon	\$2.04	\$2.41	-15.4%	\$2.04	\$2.40	-15.3%
Gas Cost per Mile	\$0.25	\$0.30	-17.6%	\$0.25	\$0.28	-9.2%
Average Gas MPG	8.2	8.0	2.7%	8.1	8.7	-6.7%
Diesel Vehicles						
Diesel Miles Driven	384,026	364,100	5.5%	711,095	682,389	4.2%
Total Gallons Diesel	97,996	90,017	8.9%	181,970	165,028	10.3%
Total Diesel Cost	198,820	202,918	-2.0%	361,595	374,253	-3.4%
Avg. Diesel Cost/Gallon	\$2.03	\$2.25	-10.0%	\$1.99	\$2.27	-12.4%
Diesel Cost per Mile	\$0.52	\$0.56	-7.1%	\$0.51	\$0.55	-7.3%
Average Diesel MPG	3.9	4.0	-3.1%	3.9	4.1	-5.5%
All Vehicles						
Total Miles Driven	420,457	402,297	4.5%	777,387	759,594	2.3%
Total Gallons Fuel	102,419	94,779	8.1%	190,126	173,893	9.3%
Total Fuel Cost	\$207,836	\$214,395	-3.1%	\$378,207	\$395,561	-4.4%
Avg. Cost/Gallon	\$2.03	\$2.26	-10.3%	\$1.99	\$2.27	-12.6%
Total Cost per Mile	\$0.49	\$0.53	-7.2%	\$0.49	\$0.52	-6.6%
Avg. MPG all Vehicles	4.1	4.2	-3.3%	4.1	4.4	-6.4%
Small Bus/Sup. Mileage	29,411	31,567	-6.8%	50,890	67,413	-24.5%
Large Bus Mileage	391,046	370,730	5.5%	726,497	692,181	5.0%
% Rev. Mi./Total Miles	88.0%	87.3%	0.8%	87.8%	87.4%	0.5%
Percentage Small Bus	7.0%	7.8%	-10.9%	6.5%	8.9%	-26.2%
Maintenance Expense	\$676,421	\$720,659	-6.1%	\$1,104,650	\$1,123,325	-1.7%

CYRIDE QUARTERLY OPERATIONS REPORT

October 1st, 2019 to December 31st, 2019 (2nd Quarter)

	FY 2020 2nd Qtr	FY 2019 2nd Qtr	% CHANGE	FY 2020 YTD	FY 2019 YTD	% CHANGE
OPERATIONS						
Total Passengers	1,843,731	1,849,481	-0.3%	2,910,564	3,196,972	-9.0%
Average Drivers per Month	122.6	139.6	-12.2%	123.5	142.5	-13.3%
Driving Hours	46,030	44,319	3.9%	83,348	82,416	1.1%
Drivers Late	13	21	-38.1%	28	38	-26.3%
Drivers No Show	3	0	#DIV/0!	5	3	66.7%
Late/No Show per Driver	0.13	0.15	-13.2%	0.27	0.29	-7.1%
Total Comments	60	40	50.0%	102	128	-20.3%
Driver Fault	18	10	80.0%	29	16	81.3%
System Complaints	15	15	0.0%	30	59	-49.2%
Service Requests	9	7	28.6%	11	33	-66.7%
Compliments	4	3	33.3%	9	7	28.6%
Passengers/Comment	<u>30.729</u>	<u>46.237</u>	<u>-33.5%</u>	<u>28.535</u>	<u>24.976</u>	<u>14.2%</u>
Pass./Complaint (D & U)	83,806	168,135	-50.2%	83,159	188,057	-55.8%
Driving Hours/Comment	767	1,108	-30.8%	817	644	26.9%
Driving Hrs/Comment (D&U)	2,092	4,029	-48.1%	2,381	4,848	-50.9%
Accident Reports	18	14	28.6%	31	33	-6.1%
Preventable Accidents	12	10	20.0%	19	22	-13.6%
Percent Preventable	66.7%	71.4%	-6.7%	61.3%	66.7%	-8.1%
Miles/Prev. Accident	35,038	40,230	-12.9%	40,915	34,527	18.5%
Hours/Prev. Accident	3,836	4,432	-13.4%	4,387	3,746	17.1%
Unreported Accidents	1	0	#DIV/0!	2	2	0.0%
Damage to Buses/Equip.						
Caused by CyRide	3,383.50	13,096.00	-74.2%	10,123.58	15,502.78	-34.7%
Caused by Others	1,599.13	4,247.77	-62.4%	5,866.92	4,501.10	30.3%
Caused by Unreported	\$325	\$0	#DIV/0!	\$378	\$506	-25.2%
Claims by Others (#)	1	5	-80.0%	4	6	-33.3%
Claims by Others (\$)	\$2,000	\$4,470	-55.3%	\$9,000	\$4,570	96.9%
Personal Injury Claims	\$0	\$0	#DIV/0!	\$0	\$0	#DIV/0!
Operations Expense	\$1,750,190	\$1,720,798	1.7%	\$3,041,145	\$3,091,968	-1.6%

SYSTEM TOTAL						
Passengers	1,843,731	1,849,481	-0.3%	2,910,564	3,196,972	-9.0%
Revenue Miles	370,102	351,376	5.3%	682,476	663,604	2.8%
Revenue Hours	36,085	35,180	2.6%	65,989	65,497	0.8%
Revenue Miles per Hour	10.3	10.0	2.7%	10.3	10.1	2.1%
Pass./Rev. Mile	5.0	5.3	-5.4%	4.3	4.8	-11.5%
Pass./Rev. Hour	51.1	52.6	-2.8%	44.1	48.8	-9.6%
Operations Expense	\$1,750,190	\$1,720,798	1.7%	\$3,041,145	\$3,091,968	-1.6%
Maintenance Expense	<u>\$676,421</u>	<u>\$720,659</u>	<u>-6.1%</u>	<u>\$1,104,650</u>	<u>\$1,123,325</u>	<u>-1.7%</u>
Total Expenses	<u>\$2,426,611</u>	<u>\$2,441,457</u>	<u>-0.6%</u>	<u>\$4,145,795</u>	<u>\$4,215,293</u>	<u>-1.6%</u>
Farebox Revenue	\$55,140	\$47,369	16.4%	\$127,824	\$120,921	5.7%
Rev./Exp. Ratio	2.3%	1.9%	17.1%	3.1%	2.9%	7.5%
Oper. Exp./Passenger	\$1.32	\$1.32	-0.3%	\$1.42	\$1.32	8.0%
Oper. Exp./Rev. Mile	\$6.56	\$6.95	-5.6%	\$6.07	\$6.35	-4.4%
Oper. Exp./Rev. Hour	\$67.25	\$69.40	-3.1%	\$62.83	\$64.36	-2.4%

CYRIDE QUARTERLY OPERATIONS REPORT

October 1st, 2019 to December 31st, 2019 (2nd Quarter)

	FY 2020 2nd Qtr	FY 2019 2nd Qtr	% CHANGE	FY 2020 YTD	FY 2019 YTD	% CHANGE
FIXED ROUTE						
Fixed Route Passengers	1,829,847	1,835,419	-0.3%	2,883,696	3,168,236	-9.0%
Shuttle Passengers	0	0	#DIV/0!	3,316	2,804	18.3%
Total Passengers	<u>1,829,847</u>	<u>1,835,419</u>	<u>-0.3%</u>	<u>2,887,012</u>	<u>3,171,040</u>	<u>-9.0%</u>
Transfers	8,103	7,162	13.1%	17,301	17,005	1.7%
Revenue Miles	354,664	335,517	5.7%	652,418	632,932	3.1%
Revenue Hours	34,810	33,883	2.7%	63,449	62,946	0.8%
Revenue Miles per Hour	10.2	9.9	2.9%	10.3	10.1	2.3%
Pass./Rev. Mile	5.2	5.5	-5.7%	4.4	5.0	-11.7%
Pass./Rev. Hour	52.6	54.2	-3.0%	45.5	50.4	-9.7%
Operations Expense	\$1,694,898	\$1,669,248	1.5%	\$2,930,424	\$2,988,115	-1.9%
Maintenance Expense	\$666,370	\$708,425	-5.9%	\$1,088,070	\$1,100,325	-1.1%
Total Expenses	<u>\$2,361,268</u>	<u>\$2,377,673</u>	<u>-0.7%</u>	<u>\$4,018,494</u>	<u>\$4,088,440</u>	<u>-1.7%</u>
Farebox Revenue	\$51,355	\$43,762	17.4%	\$120,008	\$113,695	5.6%
Rev./Exp. Ratio	2.2%	1.8%	18.2%	3.0%	2.8%	7.4%
Exp./Passenger	\$1.29	\$1.30	-0.4%	\$1.39	\$1.29	8.0%
Exp./Rev. Mile	\$6.66	\$7.09	-6.1%	\$6.16	\$6.46	-4.6%
Exp./Rev. Hour	\$67.83	\$70.17	-3.3%	\$63.33	\$64.95	-2.5%

DIAL-A-RIDE						
Passengers	2,127	1,938	9.8%	4,488	3,926	14.3%
Revenue Miles	9,245	8,590	7.6%	19,842	17,007	16.7%
Revenue Hours	834	776	7.5%	1,810	1,581	14.5%
Revenue Miles per Hour	11.1	11.1	0.1%	11.0	10.8	1.9%
Pass./Rev. Mile	0.23	0.23	2.0%	0.23	0.23	-2.0%
Pass./Rev. Hour	2.6	2.5	2.1%	2.5	2.5	-0.1%
Operations Expense	\$41,184	\$37,592	9.6%	\$87,296	\$77,806	12.2%
Maintenance Expense	\$0	\$0	#DIV/0!	\$0	\$0	#DIV/0!
Total Expenses	<u>\$41,184</u>	<u>\$37,592</u>	<u>9.6%</u>	<u>\$87,296</u>	<u>\$77,806</u>	<u>12.2%</u>
Farebox Revenue	\$3,785	\$3,607	4.9%	\$7,816	\$7,226	8.2%
Rev./Exp. Ratio	9.2%	9.6%	-4.2%	9.0%	9.3%	-3.6%
Exp./Passenger	\$19.36	\$19.40	-0.2%	\$19.45	\$19.82	-1.9%
Exp./Rev. Mile	\$4.45	\$4.38	1.8%	\$4.40	\$4.57	-3.8%
Exp./Rev. Hour	\$49.38	\$48.44	1.9%	\$48.23	\$49.21	-2.0%

MOONLIGHT EXPRESS						
Passengers	11,757	12,124	-3.0%	19,064	22,006	-13.4%
Revenue Miles	6,193	7,269	-14.8%	10,216	13,665	-25.2%
Revenue Hours	441	522	-15.4%	730	970	-24.7%
Revenue Miles per Hour	14.0	13.9	0.8%	14.0	14.1	-0.7%
Pass./Rev. Mile	1.9	1.7	13.8%	1.9	1.6	15.9%
Pass./Rev. Hour	26.7	23.2	14.7%	26.1	22.7	15.1%
Operations Expense	\$14,108	\$13,958	1.1%	\$23,425	\$26,047	-10.1%
Maintenance Expense	<u>\$10,051</u>	<u>\$12,234</u>	<u>-17.8%</u>	<u>\$16,580</u>	<u>\$23,000</u>	<u>-27.9%</u>
Total Expenses	<u>\$24,159</u>	<u>\$26,192</u>	<u>-7.8%</u>	<u>\$40,005</u>	<u>\$49,047</u>	<u>-18.4%</u>
Exp./Passenger	\$2.05	\$2.16	-4.9%	\$2.10	\$2.23	-5.8%
Exp./Rev. Mile	\$3.90	\$3.60	8.3%	\$3.92	\$3.59	9.1%
Exp./Rev. Hour	\$54.78	\$50.22	9.1%	\$54.80	\$50.56	8.4%

CYRIDE QUARTERLY OPERATIONS REPORT

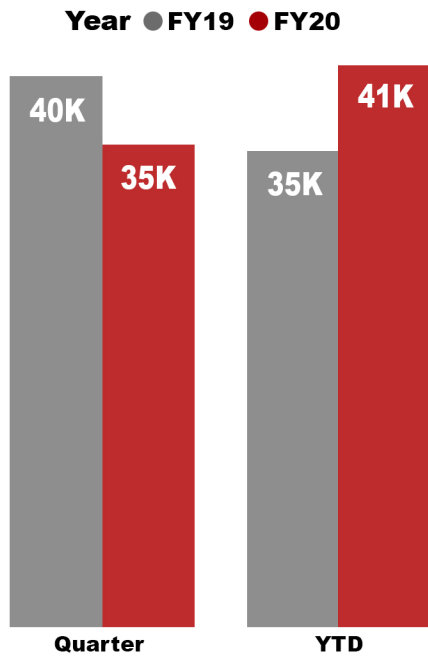
October 1st, 2019 to December 31st, 2019 (2nd Quarter)

	FY 2020 2nd Qtr	FY 2019 2nd Qtr	% CHANGE	FY 2020 YTD	FY 2019 YTD	% CHANGE
OPERATIONS REVENUE						
Farebox	\$55,140	\$47,369	16.4%	\$127,824	\$120,921	5.7%
Transit Contracts	\$0	\$0	#DIV/0!	\$0	\$216	-100.0%
I.S.U.	\$0	\$0	#DIV/0!	\$0	\$0	#DIV/0!
Student Body Government	\$0	\$2,543,290	-100.0%	\$0	\$2,543,290	-100.0%
City of Ames	\$923,145	\$865,578	6.7%	\$1,068,992	\$1,020,887	4.7%
IDOT - STA	\$227,539	\$114,049	99.5%	\$452,190	\$429,054	5.4%
Section 5307	\$0	\$0	#DIV/0!	\$0	\$0	#DIV/0!
Other Grants	\$39,735	\$30,245	31.4%	\$39,735	\$72,962	-45.5%
Other	\$83,486	\$131,179	-36.4%	\$152,540	\$165,941	-8.1%
Total Operating Revenue	<u>\$1,329,045</u>	<u>\$3,731,710</u>	<u>-64.4%</u>	<u>\$1,841,281</u>	<u>\$4,353,271</u>	<u>-57.7%</u>
TOTAL EXPENSES						
Administration	\$219,144	\$277,448	-21.0%	\$449,492	\$518,692	-13.3%
Safety & Training	\$101,665	\$95,239	6.7%	\$208,527	\$182,734	14.1%
Promotion	\$0	\$0	#DIV/0!	\$0	\$0	#DIV/0!
Bldg. & Grounds	\$93,674	\$100,310	-6.6%	\$145,356	\$144,045	0.9%
Fixed Route	\$2,361,268	\$2,377,673	-0.7%	\$4,018,494	\$4,088,440	-1.7%
Dial-A-Ride	\$41,184	\$37,592	9.6%	\$87,296	\$77,806	12.2%
Moonlight Express	<u>\$24,159</u>	<u>\$26,192</u>	<u>-7.8%</u>	<u>\$40,005</u>	<u>\$49,047</u>	<u>-18.4%</u>
Operating Total	<u>\$2,841,094</u>	<u>\$2,914,454</u>	<u>-2.5%</u>	<u>\$4,949,170</u>	<u>\$5,060,764</u>	<u>-2.2%</u>
Farebox Revenue	\$55,140	\$47,369	16.4%	\$127,824	\$120,921	5.7%
Farebox Rev./Exp. Ratio	1.9%	1.6%	19.4%	2.6%	2.4%	8.1%
Admin. Expense/Pass.	\$0.22	\$0.26	-12.1%	\$0.28	\$0.26	4.4%
Admin. Exp./Rev. Mile	\$1.12	\$1.35	-16.8%	\$1.18	\$1.27	-7.6%
Admin. Exp./Rev. Hour	\$11.49	\$13.45	-14.6%	\$12.17	\$12.91	-5.7%
Total Expense/Passenger	\$1.54	\$1.58	-2.2%	\$1.70	\$1.58	7.4%
Total Expense/Rev. Mile	\$7.68	\$8.29	-7.4%	\$7.25	\$7.63	-4.9%
Total Expense/Rev. Hour	\$78.73	\$82.84	-5.0%	\$75.00	\$77.27	-2.9%

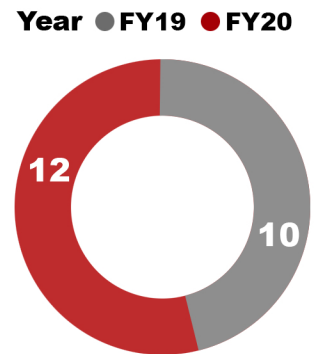
CyRide Quarterly Operations Report

October 1st, 2019 to December 31st, 2019 (2nd Quarter)
System Overview - Safety/Fleet

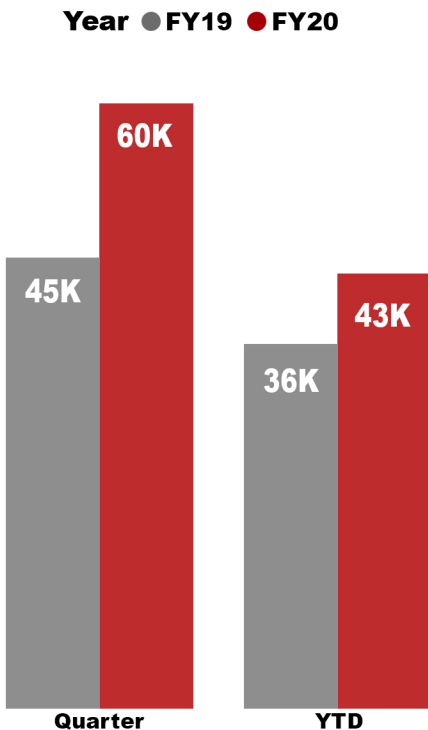
Miles between Preventable Accidents



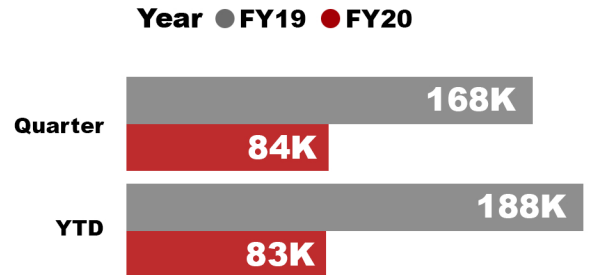
Preventable Accidents 4th Quarter



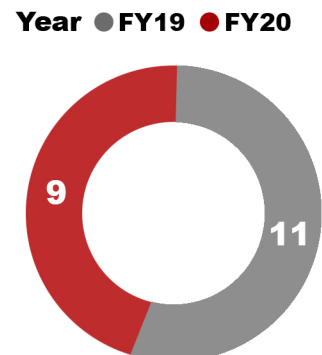
Miles between Major Mechanical Issues



Passengers per Comment



Road Calls 4th Quarter

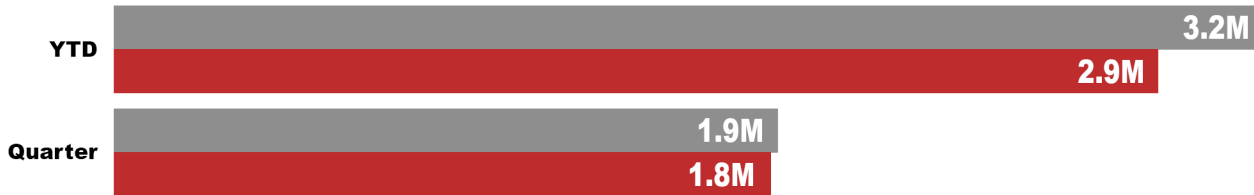


CyRide Quarterly Operations Report

October 1st, 2019 to December 31st, 2019 (2nd Quarter)
System Overview - Efficiency

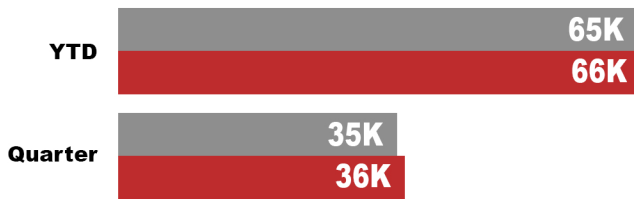
Total Ridership

Year ● FY19 ● FY20



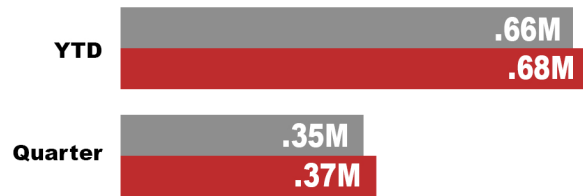
Revenue Hours

Year ● FY19 ● FY20



Revenue Miles

Year ● FY19 ● FY20



Passengers per Revenue Hour

Year ● FY19 ● FY20



Passengers per Revenue Mile

Year ● FY19 ● FY20



April

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
			1	2	3	4
5	6	7	8 Transit Board Meeting 4:15pm	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
						2020