

# **AMES TRANSIT AGENCY BOARD OF TRUSTEES**

## **TELEPHONE CONFERENCE MEETING: DIAL 515-520-8835 CONFERENCE ID#: 964 068 416#**

April 8, 2020

1. CALL TO ORDER: 4:15 P.M.
2. Electronic Meeting Declaration Reading

This meeting is being held electronically because of the COVID-19 pandemic, and the Governor of Iowa's Public Health Disaster Emergency Declaration which included limits on public gatherings; therefore, it is impractical to hold an in-person meeting." (§21.8(1)(c) and §21.3)

3. Approval of March 4, 2020 Board Minutes
4. Public Comments
5. FFY2020 Federal Grant Application
6. Turnaround Project Award
7. COVID-19 Update – Informational
8. Transit Director's Report
9. Summer Meeting Dates/Times:
  - May 13, 2020, 4:15PM
  - June 10, 2020, 4:15PM
10. Adjourn

## AMES TRANSIT AGENCY BOARD OF TRUSTEES

AMES, IOWA

March 4, 2020

The Ames Transit Agency Board of Trustees met on March 4, 2020, at 4:15 p.m. in CyRide's conference room. President Bibiloni called the meeting to order at 4:15 p.m. with Trustees Beatty-Hansen, Cain, Jeffrey, Schainker, and Schrader present.

Public in Attendance: Supervisor Lauris Olson, with the Story County Board of Supervisors and Vice Chair of HIRTA Board of Directors.

**APPROVAL OF DECEMBER 20, 2019 MINUTES:** Trustee Cain made a motion to adopt the December 20, 2019, transit board minutes as presented and Trustee Beatty-Hansen seconded the motion. (Ayes: 6 Nays: None) Motion carried.

**PUBLIC COMMENTS:** President Bibiloni recognized Story County Supervisor Lauris Olson, who is also the Vice Chair of the HIRTA Board of Directors. Supervisor Olson addressed the board, stating there was a recent press release regarding service changes at HIRTA Public Transit. She stated the service changes would not affect CyRide's Dial-A-Ride service, which HIRTA is the sub-contractor, but could generate some feedback from customers. She explained due to some financial difficulties, the 7 counties that HIRTA serves would see changes in their operations to make the service more cost-efficient by scheduling more pick-ups and drop-offs per trip. Director Neal reiterated that the service for Dial-A-Ride will continue to follow the FTA requirements and will not be affected by these changes. President Bibiloni confirmed with Supervisor Olson that if a member of the public has an issue with this change, they should contact HIRTA directly.

Director Neal stated additional public comments regarding the Peach route service change would be shared when the agenda item was presented later in the meeting.

**FY2024 STBG GRANT:** Director Neal stated that staff is requesting approval to submit a \$225,000 grant request to the Ames Area Metropolitan Planning Organization (AAMPO) through the Surface Transportation Block Grant (STBG) program for FY2024. Each year the AAMPO receives \$1.8 million yearly to fund transportation capital projects, which includes transit capital. She explained the grant request is due to the AAMPO by March 31, 2020 and could fund an upgrade from a 40 ft. bus to either an articulated bus or to a battery electric bus. Trustee Jeffrey asked if the option could remain open for the type of bus that was selected. Shari Atwood, Transit Planner, answered that the determination for the type of bus does not need to be made now and staff can assess needs later. Director Neal

recommended approval of Alternative #1, to approve a grant request for \$225,000 in federal STBG federal funds from the AAMPO.

Trustee Schainker made a motion to approve Alternative #1, approving 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. Trustee Jeffrey seconded the motion. (Ayes: 6 Nays: None) Motion carried.

**FY2020 SECTION 5339 BUS AND BUS FACILITY – FORMULA APPORTIONMENT AWARD:**

Director Neal explained this item is informational and pertains to the formula portion of the federal funding for bus and bus facilities or 5339 Fund that is received through the Iowa Department of Transportation and addressed in the next agenda item. Each year, the Iowa Department of Transportation uses the Public Transit Management System (PTMS) process to assess buses that need to be replaced. CyRide typically receives between one and four 40' Heavy Duty buses through the replacement process, but this year nine buses are eligible. Director Neal said that the board previously approved to accept the replacement of four 40' buses in the FY 2022 Capital Plan. Staff planned for four buses with 80% federal funding in the Capital Plan, but has received notice that two 40' buses will be at 85% funding, one bus was 8/10 funded at 85% and 2/10 at 80%, and one bus at 80%. This resulted in a local match that is lower than what was budgeted, with a difference of \$71,457 unallocated local dollars.

Director Neal indicated no action is needed by the Transit Board at this time.

**FY2020 SECTION 5339 BUS & BUS FACILITY NOTICE OF FUNDING OPPORTUNITY –**

**DISCRETIONARY FUNDING:** Director Neal said she is requesting approval of a submission of a discretionary grant appreciation to purchase five additional 40' buses, committing up to \$384,755 in local match and a letter of support under the section 5339 Bus & Bus Facility funding opportunity submitted through the Iowa Department of Transportation. The application is due on March 30, 2020. She went on to explain the higher federal participation of this discretionary funding source, 85% as opposed to possible 80% funding. This higher award could save CyRide approximately \$25,651 per bus or \$128,255 for five 40' buses.

Director Neal explained local funding options to support the grant opportunity. CyRide would delay planned capital projects until the 2020 Volkswagen Settlement Grant has been announced. If CyRide received the fully funded application amount from the State's 2020 VW settlement grant, the local match would be reallocated toward Fleet & Facilities capital projects. If we were not awarded the State's 2020 VW grant, CyRide would delay the three capital projects identified to outlying years of the Capital Improvement plan. Rich Leners, Assistant Director-Fleet & Facilities, explained why these projects could be delayed, if necessary. He stated the security system upgrade is in the design

phase and he is comfortable waiting to proceed, as there is new technology available for contacting Ames Police and ISU Police Departments at the same time it is being explored by the City of Ames. Additionally, the two other items are in the CIP until FY 2022 and would not be a problem to postpone. Director Neal reminded the board of the uncommitted amount of local match of \$71,457, discussed in agenda item five, would also go toward funding this purchase.

Director Neal said staff would also request transit board permission to submit a grant application for the third round of the Volkswagen Clean Air Settlement Grant, anticipated to be released in January of 2021. If the FY2020 5339 NOFO was approved by the transit board for five discretionary buses, the VW funding application would be written for the maximum grant award of \$500,000 to support the replacement of all nine buses. If fully funded under the third round of VW, CyRide would be able to purchase nine 40' buses for the local match requirement of approximately \$223,744.

Director Neal recommends approval of Alternative #1 to have the Iowa DOT submit an application for CyRide to purchase new buses leveraging federal dollars to replace five additional buses that are 19-20 years old.

Trustee Schainker made a motion to approve submission of a FY2020 Bus & Bus Facilities discretionary grant application for the purchase of new buses. This motion would be 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. This commitment is made with the understanding that approximately \$385,000 in items for facility, security, and shop improvements will be delayed if the grant is not obtained. Trustee Schrader seconded the motion. (Ayes: 6 Nays: None) Motion carried.

**REPORT OF BID AND AWARD OF CONTRACT FOR 2020 HVAC IMPROVEMENTS:** Director Neal reviewed the parameters of the HVAC improvements project, stating this is the second time the project was released because project specifications were found to be overly restrictive after the first bids were received. Funding for the project will be through the Iowa Department of Transportation Public Transit Infrastructure Grant (PTIG) and local funds, which was previously approved in the Capital Improvement Plan. Director Neal recommends accepting 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.

Trustee Beatty-Hansen made a motion to 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. Trustee Jeffrey seconded the motion. (Ayes: 6 Nays: None) Motion carried.

**APPROVAL OF 2020 BUS TURNAROUND PROJECT PLANS AND SPECIFICATIONS:**

Director Neal stated the replacement of the deteriorating turnaround was unable to proceed last year due to an unanticipated legal matter with the property deed. The legal matter has since been resolved and staff would like to move forward with the project. Director Neal explained that a budget of \$150,000 was previously approved in the Capital Improvement Plan, with updated estimates coming in at \$132,211. Director Neal recommends approving the CyRide 2020 pavement improvements to the CyRide bus turnarounds project.

Trustee Jeffrey made a motion to approve alternative #1, which approves the plans and specifications for the CyRide 2020 Pavement Improvements CyRide Bus Turnaround Project. Trustee Beatty-Hansen seconded the motion. (Ayes: 6 Nays: None) Motion carried.

**ADMINISTRATIVE VEHICLES PURCHASE:** Director Neal explained funding for two administrative support vehicles was being requested this year due to the purchase of a vehicle being delayed last year and funds in the Capital Improvement Plan for that purchase were moved to the current fiscal year. CyRide received seven bids, with Ames Ford Lincoln coming in at the lowest amount, \$26,920.14 per vehicle. Director Neal recommended 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.

Trustee Beatty-Hansen made a motion to 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. Trustee Cain seconded the motion. (Ayes: 6 Nays: None) Motion carried.

**DRUG AND ALCOHOL POLICY UPDATE:** Director Neal reviewed the history of updates to the Drug and Alcohol policy and stated the current revisions would update the identity of the Assistant Transit Director – Operations position, which was recently filled by Christine Crippen, as well as update the policy with gender neutral terminology. Director Neal recommends approval of Alternative #1, to adopt the Drug and Alcohol Testing Policy changes, allowing CyRide to be in compliance with federal regulations to be eligible to continue receiving federal funding.

Trustee Jeffrey made a motion to approve alternative #1, approving 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. Trustee Schrader seconded the motion. (Ayes: 6 Nays: None) Motion carried.

**EASE SERVICE UPDATE – INFORMATIONAL ITEM:** Director Neal shared information about the flexible transit service, East Ames Service Extension (EASE). The service was implemented in May of 2018, during the launch of CyRide 2.0 and allows passengers to schedule rides to and from locations within the defined zone. She said in February, 61 people completed a survey that assessed the satisfaction with the service and approximately 90% of respondents indicated a neutral or positive opinion. Director Neal stated that ridership has decreased when it is compared to the same time period one year ago; however, it is comparable to Dial-A-Ride that carries 2.5 passengers per revenue hour. She said staff will continue to monitor ridership and follow up with the community that the service area covers. Trustee Beatty-Hansen asked if brochures were distributed to the hotels in the service area. Kevin Gries, Operations Manager, confirmed that the hotels and the businesses in the service area have received the marketing materials.

**PUBLIC INPUT FOR 2020/2021 SERVICE CHANGES – INFORMATIONAL ITEM:** Director Neal recapped the service modifications to the Blue route and reduction in service on the Peach route that the board previously approved at their December meeting. She explained CyRide’s Title VI policy requires that public input be received before any major service reduction is implemented. A public meeting was held on February 25, 2020, with no attendance from the public. Director Neal reviewed the comments about the Peach route that were received via email and phone. The comments received were about transfers from the Red route to Peach route not working, operating Peach on a 30 minute schedule in the morning and 40 minute schedule in the afternoon, and starting the route earlier. She stated shifting the Peach route to an earlier start time would be the only comment that could be accommodated without financial impact, as a 30 minute frequency would require an additional bus be added to the route in order to maintain the schedule. Full comments and a summary table were made available to the board.

**TRANSIT DIRECTOR’S REPORT:**

- 1) **ICAAP FFY2021:** \$432,363 was awarded through the Iowa Clean Air Attainment Grant for FY 2021. This will finance additional service for the #1 Red, #7 Purple, #6 Brown, #11 Cherry, and #12 Lilac routes.
- 2) **Federal Triennial Submitted:** Information was submitted in January and has produced several questions from the reviewer, who will be on-site in May.
- 3) **Radio Update:** 109 radios were replaced in December and are working well.
- 4) **2020 Volkswagen Settlement Grant (VW) Funding Application:** A request for \$390,000 in funding was submitted in February for battery electric buses.

- 5) Ames Intermodal Facility Leases:** Executive Express, Jefferson Lines, and Ames Police Department Neighborhood Division are the current tenants. The two private lessees pay rent, with yearly increases based the Producer Price Index (PPI) and effective on July 1. Due to the PPI increasing by .02% for the past year, Director Neal is not recommending an increase for this year, unless otherwise directed by the board.
- 6) Second Quarter Operations Report:** Detailed performance information and a summary of key performance indicators show that miles between preventable accidents and major mechanical failures are up, while passengers per complaint and overall ridership are down. Ridership has decreased by 9% and is attributable to lower ISU enrollment.

**Next Meeting Dates/Times:**

- April 8, 2020 - Will be led by Rich Leners and will likely be a conference call
- May 13, 2020 - 4:15 p.m.
- June 10, 2020 - 4:15 p.m.

**Adjourn:** Trustee Schrader made a motion to adjourn the meeting and Trustee Jeffrey seconded the motion. The meeting was adjourned at 5: 05 p.m. (Ayes: 6 Nays: None) Motion carried.

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Juan Bibiloni, President

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Julie Brousard, Recording Secretary

**CITY OF AMES, Iowa**

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

**FROM:** Barbara Neal

**DATE:** April 8, 2020

**SUBJECT:** FFY2020 Federal Grant Application

**INFORMATION:** Each year, CyRide submits a federal grant application (Section 5307) to receive formula funding that has been allocated to CyRide. This year, CyRide may apply to the Federal Transit Administration for the dollars listed below, based on a federal formula calculation. This funding was just appropriated in February 2020 for the FY2020 budget ending June 30, 2020.

For the FY2020 budget that began on July 1, 2019, CyRide budgeted \$2,250,000. However, the total formula dollars are higher than what was budgeted by \$244,129. If desired by the Board, these additional funds can be applied to the end of the FY2020 budget year or to capital projects in FY2020.

**GRANT APPORTIONMENTS:** To summarize, CyRide will receive 3.6% more or \$87,784 (\$62,732 more in STIC and \$25,032 more in 5307) over FFY2019 funding. The difference between the total apportionment between FFY2019 and FFY2020 is shown below:

|  | <u>FFY2019</u>     | <u>FFY2020</u>     | <u>% Change</u> |
|--|--------------------|--------------------|-----------------|
| <i>Formula 5307 Funding/Growing States</i>           | <b>\$1,096,810</b> | <b>\$1,121,842</b> | + 2.3%          |
| <i>Small Transit Intensive Cities (STIC) funding</i> | <b>\$1,309,555</b> | <b>\$1,372,287</b> | + 4.8%          |
| <b>TOTAL Urbanized Apportionment</b>                 | <b>\$2,406,365</b> | <b>\$2,494,129</b> | + 3.6%          |

Formula 5307 funding is based solely on population and population density of an Urbanized Area (UZA). However, Small Transit Intensive Cities (STIC) funds are allocated to UZA's between 50,000 and 200,000 in population that operate a level of transit service equal to or above the industry average for cities with populations 200,000 – 999,999. Small Urban Transit systems, like CyRide, are rated within the following six categories with those transit systems receiving STIC funding per category they meet/surpass this higher UZA's industry average.



1. Passenger miles traveled per vehicle revenue mile (Not achieved, 2008-2010)
2. Passenger miles traveled per vehicle revenue hour (Never achieved)
3. Vehicle revenue miles per capita
4. Vehicle revenue hours per capita
5. Passenger miles traveled per capita
6. Passengers per capita

CyRide has historically achieved five of the six STIC categories and this year is no expectation obtaining an additional \$1,372,287 in federal formula funding as shown on the next page. To reference the six STIC categories, CyRide has never achieved category #2 - Passenger miles traveled per vehicle revenue hour. In addition, CyRide has fallen short of criteria #1 - the passenger miles traveled per vehicle revenue mile category between FFY2008 - FFY2010, but attained this category back beginning in FFY2011. It is important to note that STIC funding is based on ridership, miles, and hours from statistics two-years prior submitted in the National Transit Database.

In 2019, the STIC allocation increased from 1.5% to 2.0% providing an increase of 29.7% or \$299,542. For FFY2020, agencies exceeded the performance criteria 346 times throughout the nation but there was also additional funding of \$12,547 per criteria for FFY2020. Overall, CyRide received an additional \$1,372,287 to its overall apportionment total, in meeting five of the six STIC criteria.

|   | FFY2016   | FFY2017   | FFY2018     | FFY2019     | FFY2020     |
|---|-----------|-----------|-------------|-------------|-------------|
| <b># of Performance Criteria Exceeded</b> | 346       | 350       | 338         | 355         | 346         |
| <b>STIC Funding per Criteria</b>          | \$189,432 | \$191,038 | \$202,003   | \$261,911   | \$274,458   |
| <b># of STIC categories (6 available)</b> | 5         | 5         | 5           | 5           | 5           |
| <b>TOTAL CyRide STIC Funding</b>          | \$947,159 | \$955,190 | \$1,010,013 | \$1,309,555 | \$1,372,287 |

\* STIC Increased 1% to 1.5% in FFY2013 (CyRide experienced 37.2% increase/\$244,729 more in annual funding.)

\* STIC Increased 1.5% to 2.0% in FFY2019 (CyRide experienced 29.7% increase/ \$299,542 more in annual funding.)

**GRANT REQUEST:** CyRide will request 100% of its formula funding in operating funds to make the grant process administratively easier as advised previously by FTA. The grant requires a 50% local match, of which CyRide more than meets with over an \$11 million operating budget. While administratively the funds are placed in CyRide's operating budget, a portion of this funding is expected to be transferred to the capital budget to support projects approved within the FY2020 Capital Improvement Plan. The specific federal request is as follows:

**Section 5307 Operating Assistance**

**\$2,494,129**

**ALTERNATIVES:**

1. Authorize the Transit Director to execute and file a Section 5307 grant application in the amount of \$2,494,129 to the Federal Transit Administration.
2. Do not approve submitting a federal application.

**RECOMENDATION:**

The Transit Director recommends approval of Alternative #1 to submit an application for federal operating assistance. Approval of this application will allow CyRide to continue operating its transit services within the Ames community and meet demand for more service within the community, particularly as Iowa State University enrollment increases.

**CITY OF AMES, Iowa**

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

**FROM:** Barbara Neal

**DATE:** April 8, 2020

**SUBJECT:** Turnaround Project Award

**Report of Bid and Award of Contract for 2020 Pavement Improvements Middle School Turnaround Project**

**BACKGROUND:** The CyRide 2020 Pavement Improvements Middle School Turnaround Project (Bid No. 2020-112) was released on March 10, 2020. Bid plans and specifications called for the replacement of deteriorated pavement and sidewalk along with improvements to an existing retaining wall. Detectable warnings strips in the crosswalks along Mortensen Rd. will also be improved. Bids were due on April 2, 2020.

Four bids for the project were received from area companies. Jensen Builders, LTD of Des Moines, IA submitted the low bid of \$139,700. CyRide has \$150,000 budgeted for construction and contingency. The amount allocated for the project was based on an A&E construction estimate of \$132,211. In discussions with the A&E consultant after the bid opening, it was recommended that the bid be accepted based on the current volatile bid climate.

**ALTERNATIVE:**

1. Award a contract to Jensen Builders, LTD of Des Moines, Iowa for the bid amount of \$139,700.
2. Reject the bids and direct staff to modify the project to reflect Transit Board priorities.

**RECOMMENDATION:**

The Transit Director recommends approval of Alternative #1, to award a contract in the amount of \$139,700 to Jensen Builders, LTD of Des Moines, Iowa. This project will replace damaged pavement in the bus turnaround located at the Ames Middle School.

|  |             |                     |                    |  |
|--|-------------|---------------------|--------------------|--|
| <b>CITY OF AMES, IOWA</b>                              | 5% Bid Bond | Bidders Status Form | Addendum #1, 2 & 3 |  |
| mike.adair@cityofames.org                              |             |                     |                    |  |
| <b>BID NO. 2020-112</b>                                |             |                     |                    |  |
| 2020 Pavement Improvements<br>Middle School Turnaround |             |                     |                    |  |
| <b>BIDDERS</b>   |             |                     |                    | <b>Ames Middle School on Mortenson Drive</b> |
| Jensen Builders LTD                                    | Yes         | Yes                 | Yes                | \$139,700.00                                 |
| Manatt's, Inc.   | Yes         | Yes                 | Yes                | \$147,000.00                                 |
| Woodruff Construction, LLC                             | Yes         | Yes                 | Yes                | \$163,737.00                                 |
| Concrete Professionals                                 | Yes         | Yes                 | Yes                | \$220,365.00                                 |

**CITY OF AMES, Iowa**

**MEMO TO:** Ames Transit Board of Trustees  
**FROM:** Barbara Neal  
**DATE:** April 8, 2020  
**SUBJECT:** COVID-19 Update - Informational

The last few weeks have been a whirlwind as we grapple with how the novel coronavirus (COVID-19) is changing our communities, workplaces, and personal lives at a record pace. Businesses and governments across the state of Iowa and around the world have been affected by this pandemic and CyRide has not been spared from these changes. We are quickly trying to adapt to the impacts of this virus. We face unprecedented challenges to our system. Despite these challenges, we will continue to plan, prepare, and adapt as we learn more about COVID-19.

This update summarizes some of the most important changes at CyRide related to the ongoing pandemic. Every area of CyRide has been impacted. Because developments have been happening quickly, some of the information provided may be outdated by the time of the board meeting.

**Our Top Priority Is Protecting Our Passengers and Employees**

CyRide began daily disinfections of buses and facility on February 28<sup>th</sup> and has continuously refined procedures to protect riders and employees from the pandemic. Fare collection has been suspended and passengers are being asked to enter and exit the bus only through the rear doors. Transit systems across the United States and Canada are doing the same thing to protect employees. If a passenger requires or asks to board through the front of the bus and/or use the ADA ramp or lift, we are accommodating this request. We are also tracking the number of passengers needing this service so we can determine where lifts and ramps are being utilized.

Additional steps we have taken include:

- Deploying crews to disinfect the facility and buses on route at scheduled intervals.
- Purchasing disinfecting sprayers before supplies were exhausted. These sprayers utilize static electricity to more efficiently disinfect surfaces.
- Information on vehicle cleaning and disinfecting regimens have been pushed out on social media channels. Videos showing some of our cleaning practices have been created.
- All employees are actively screened as they enter the facility to mitigate exposure between our employees and the public.

- We have personal protective equipment (PPE) on hand. Items like hand sanitizer, wipes, and gloves are available in the facility and sanitizing wipes are available on the buses. It has been a struggle to replenish these items as they are used. However, the City of Ames Purchasing Division and ISU Central Stores have been invaluable in providing us with critical items.
- Expanding employee access to paid sick leave due to the COVID-19 pandemic.
- Extending the Family and Medical Leave Act (FMLA) to employees needing to care for children when schools and daycares have been closed due to COVID-19.
- Waiving our time off without pay (TOWP) restrictions to allow any employee (who chooses to self-isolate without advice from a medical provider or a county, state, or federal agency) to take time off.
- Enabling employees to use vacation leave or compensatory time when they choose to self-isolate. All requests for leave must be approved by CyRide management, but no requests have been denied to date.

CyRide has also taken other steps to decrease close contact between drivers and passengers:

- The inherent design of the bus is being used to facilitate social distancing. The distance from the driver's seat to the first set of seats in a low floor bus is over 6 feet. Signage reminding passengers to use social distancing have been installed on buses.
- Drivers are advised to radio dispatch if more than 9 passengers on a bus to help maintain six foot of social distancing.
- Posters, service alerts, and videos are being utilized to emphasize safety and educational guidance to our passengers to help "flatten the curve". Messages are based on CDC and IDPH's guidelines.
- In addition to buses being cleaned and disinfected several times a day while on route, they are sanitized again at the end of the day.
- Implemented ways to load wheelchair passengers to minimize exposure for the passenger and the driver.
- The maintenance department is also working on a prototype to further distance the driver and passenger area with the use of a clear poly screen.
- Based on recent CDC guidance, operators will be allowed to voluntarily wear their own face mask. Methods for shielding operator faces when social distancing is difficult, or when loading a wheelchair passenger, are currently being evaluated.

Safety has always been the most important part of the culture at CyRide. We intend to continue reviewing the steps we have taken in light of emerging guidance from the Centers for Disease Control (CDC), the Iowa Department of Public Health (IDPH), the American Public Transportation Association (APTA), and other reliable sources.

### **Service Levels and Ridership**

One of the most potent options for limiting the spread of COVID-19 is staying at home. Thankfully, there are many in our community who are following this recommendation. This has led to CyRide experiencing a dramatic drop in the number of passengers using our service. Ridership has fallen from about 33,000 passengers per day to 1,000 or fewer passengers per day. While this is an unprecedented drop in ridership, CyRide continues to be an essential service for many of these remaining passengers, who are using our buses to get to work, stores, and doctor appointments.

We are currently operating a weekday break schedule with additional #11 Cherry route service operating every 30 minutes. As previously mentioned, we have created additional work hours for our employees to disinfect our vehicles and our facility. Because so many places are now closed or are operating with reduced business hours, we have created shifts to allow drivers to be temporarily covered as needed for restroom breaks.

### **Future Service Levels and Shelter in Place Planning**

CyRide has been actively planning for the possibility of a shelter-in-place order, like those currently in force throughout much of the nation. CyRide is considered an essential service and will continue some level of operations should the decision be made to shelter in place, pause, or stay at home.

CyRide has also been carefully monitoring ridership to determine if the current operating schedule is appropriate for the number of passengers utilizing the system. If appropriate for ridership levels, or if a shelter in place order is given by government officials, CyRide plans to alter service to a modified Saturday break schedule for all days of the week. This would allow routes serving major destinations to continue basic operations while limiting the number of employees who will be in public.

A teamed approach to assigning drivers is being developed for the modified Saturday break schedule. Under this approach two groups of drivers would be created. An “A” group would work a fourteen-day rotation and then be on standby. A “B” group would work the next fourteen-day rotation and then be on standby. This approach creates a backup team of employees available should a member of either team test positive for COVID-19.

### **Technology**

All drivers have started counting passengers on electronic tablets already installed on the buses for the passenger information system. This process was deployed ahead of schedule so information could be gathered on new rider trends during the pandemic. A passenger “heat map” showing the boarding activity of riders at various stops throughout the system has been included with the board packet. While this information is preliminary, it does help illustrate that CyRide is a critical link for passengers to access grocery stores and other essential services in the community.

### **Grant Submissions Delayed**

Grant submission delays have also occurred due to the pandemic. The grants listed below are currently being delayed.

- State Grant – Now due June 1<sup>st</sup> as opposed to May 1<sup>st</sup>. Staff will bring this grant to the transit board in May for formal approval.
- Public Transit Infrastructure Grant – Now due June 1<sup>st</sup> as opposed to May 1<sup>st</sup>. Staff will bring this grant to the transit board in May for formal approval.
- 5339 Grant (Discretionary Funding) – FTA delayed the submission of the 5339 Discretionary Grant. CyRide is requesting an additional 5 buses for purchase in FY2022 utilizing this grant. The transit board approved this in March 2020 for the Iowa DOT to submit the grant application on CyRide's behalf.

### **Financial Implications**

More information on forthcoming federal government financial assistance will be provided in the Transit Director's Report. One of the advantages of having several long-term employees that have been through a natural (flood) disaster is that they recognized early on the significance of the pandemic and began to put processes in place to track expenses related to the crisis. Staff has been logging time spent on responding to the pandemic since March 9. Invoices for PPE and supplies are being tracked separately. Likewise, revenues lost due to the emergency are also being closely monitored and tracked.

The effects of the disaster may be felt for years so plans are being developed to adapt service levels in response to anticipated changes in demand. Although federal financial assistance rules are still being finalized, the outlook for reimbursement for expenses and lost revenue is positive.

### **A Note of Gratitude for the Employee Response**

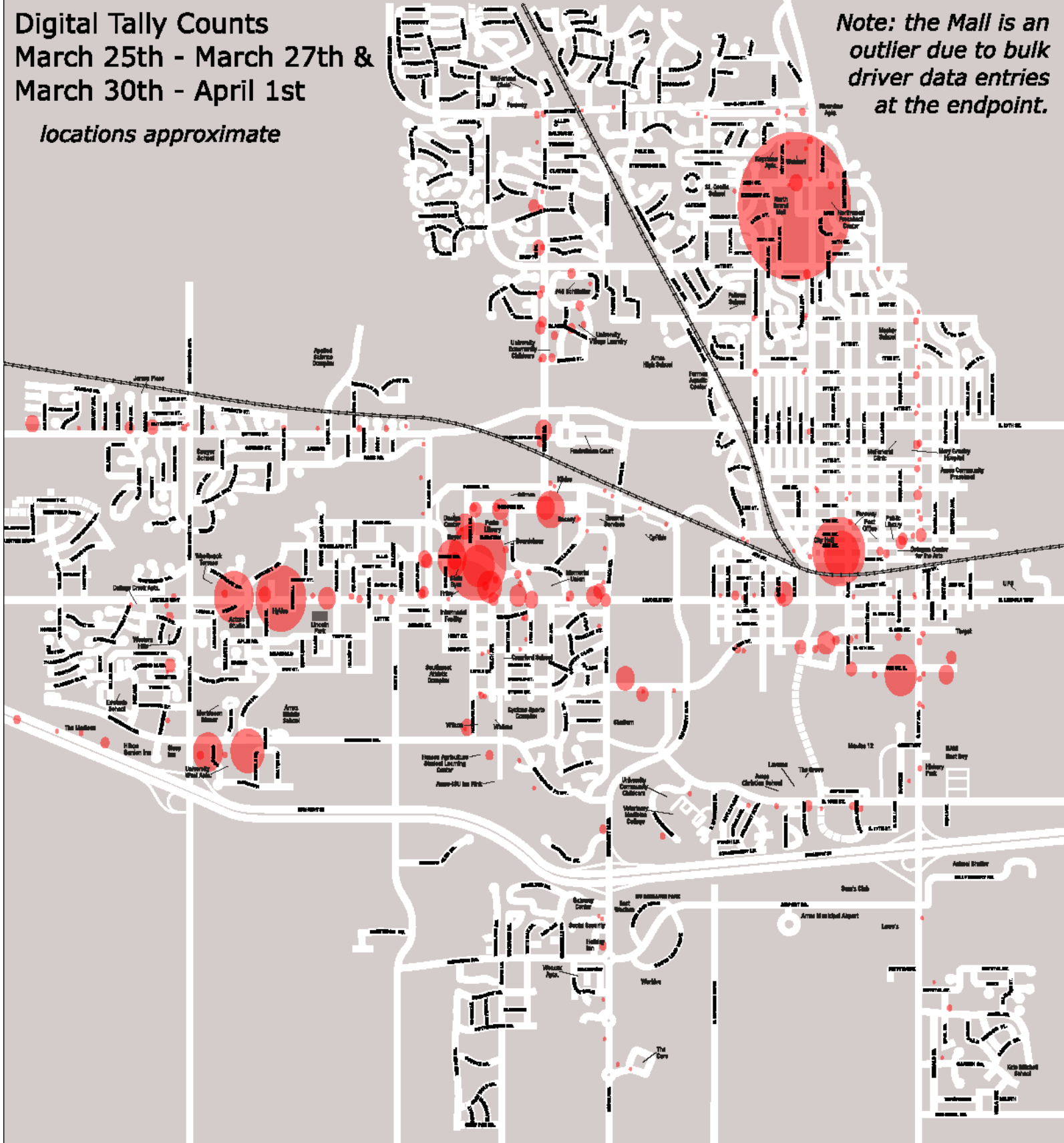
CyRide staff will continue to monitor developments related to the virus and respond accordingly. Balancing the health and safety needs of passengers and employees while providing an essential service has been challenging at times. This is a moment to be both grateful and proud of everyone's work at CyRide. Staff members have been coming in early and working late to respond to this emergency. They have come to weekend meetings with very little notice. Every member of the operations and maintenance team who has kept the system running for those who need it deserves thanks and recognition.



Digital Tally Counts  
March 25th - March 27th &  
March 30th - April 1st

*locations approximate*

*Note: the Mall is an outlier due to bulk driver data entries at the endpoint.*



## **Transit Director's Report April 2020**

### **1. Coronavirus Aid, Relief, and Economic Security (CARES) Act**

The Federal Transit Administration (FTA) announced on April 2, 2020 a total of \$25 billion in federal funding to help the nation's public transportation systems respond to the Coronavirus Disease 2019 (COVID-19). Funding is provided through the Coronavirus Aid, Relief, and Economic Security (CARES) Act. FTA allocated \$25 billion to recipients of urbanized area and rural area formula funds, with \$22.7 billion allocated to large and small urban areas and \$2.2 billion allocated to rural areas. Funding will be provided at a 100 percent federal share with no local match required. The funding will be available to support capital, operating, and other expenses generally eligible under those programs to prevent, prepare for, and respond to COVID-19. See table 1 attached.

CyRide will receive \$7,028,297 in CARES Act funding. There is no time limit on using the aid and it can only be used for operating expenses directly attributed to the COVID-19 pandemic. In general, operating expenses are those costs necessary to operate, maintain, and manage a public transportation system. Operating expenses usually include costs such as driver salaries, fuel, and items having a useful life of less than one year, including personal protective equipment and cleaning supplies. More information will be shared with the Board as it becomes available.

### **2. Federal Triennial On-Site Review Delayed until after October 1, 2020**

Due to the COVID-19 pandemic FTA has delayed the planned on-site triennial review. The review was originally scheduled for May 5-6, 2020 but now has been postponed until after October 1, 2020. CyRide previously submitted documentation for the triennial preparatory desk review in January 2020. The triennial review process is one of FTA's management tools for examining grantee performance and adherence to current FTA requirements and policies.

Staff still have two outstanding items to submit to the FTA contractor performing the review. First, the Transit Planner job description needs to be updated to include DBE Liaison Officer job responsibilities and tasks. Second, a manual with financial policies and procedures specific to CyRide needs to be submitted. Staff is currently working with Human Resources and Finance to get the updated information.

### **3. Intermodal Leases**

Like other small businesses across the United States, the lease tenants in the Ames Intermodal Facility are struggling with cash flow issues. Executive Express, which provides transportation to the Des Moines Airport, was the first to request a contract amendment to their lease. Their request was to not pay rent in April, May, and June and spread these rent payments over the next twelve months. Since the mission of the AIF is to provide transportation options to the community, and they have been an excellent tenant to date, a request was submitted to the City of Ames Legal Department for a contract amendment.

As Board information was being prepared, an almost identical request was received from Jefferson Lines, the other facility tenant. Information received from Jefferson Lines indicates ridership is down approximately 80%. They have eliminated over 30% of their service and anticipate reducing more. A second contract amendment for Jefferson Lines will be requested in an effort to retain critical transportation providers in the community.

**4. Houck Advertising**

The contractor providing bus advertising for CyRide is requesting relief from their contract. Under the terms of the contract currently in place, Houck Advertising splits advertising revenue with CyRide on a 60% - 40% split, with 60% of the revenue coming to CyRide. The contract also has a minimum annual guarantee of \$280,00 for this year, which is paid over 12 months.

Because advertising revenue has dramatically decreased due to the pandemic, Houck Advertising is requesting the guaranteed minimum to CyRide be suspended until advertising revenues return to pre-pandemic levels. A contract amendment could be developed recognizing this and putting either a time limit in place for the suspension of the guaranteed minimum or setting a future date where contract revenues could be reviewed. The current contract expires on July 30, 2020, but it can be extended for two additional years. The City of Ames Legal Department will be consulted, and a recommendation will be brought back to next month's board meeting.

**FEDERAL TRANSIT ADMINISTRATION**

**TABLE 1**

**FY 2020 CARES ACT APPROPRIATIONS AND APPORTIONMENTS FOR GRANT PROGRAMS**

*The total available amount for a program is based on the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), (Pub. L. 116-136, Mar 27, 2020).*

**TRANSIT INFRASTRUCTURE GRANTS**

**Section 5307 Urbanized Area Formula Program**

|   |           |                       |
|---|-----------|-----------------------|
| Section 5307 Urbanized Area Formula Program | \$        | 13,748,722,241        |
| Section 5337 State of Good Repair           | \$        | 7,485,374,559         |
| Section 5340 High Density States            | \$        | 862,846,477           |
| Section 5340 Growing States                 | \$        | 599,348,387           |
| <b>Total Available for Allocation</b>       | <b>\$</b> | <b>22,696,291,664</b> |

**Section 5311 Rural Area Formula Program**

|  |           |                      |
|--|-----------|----------------------|
| Section 5311 Rural Area Formula Program                      | \$        | 1,989,462,090        |
| Less 5311(c)(2) Appalachian Development                      | \$        | (20,000,000)         |
| Less (5311(c)(1) Public Transportation on Indian Reservation | \$        | (30,000,000)         |
| Section 5340 Growing States                                  | \$        | 239,246,246          |
| <b>Total Available for Allocation</b>                        | <b>\$</b> | <b>2,178,708,336</b> |

|   |           |                   |
|---|-----------|-------------------|
| Section 5311(c)(2) Appalachian Development Public Transportation Assistance Program |           |                   |
| Total FY 2020 Available   | \$        | 20,000,000        |
| <b>Total Available for Allocation</b>   | <b>\$</b> | <b>20,000,000</b> |

**Section 5311(c)(1) Public Transportation on Indian Reservations Formula**

|                                       |           |                   |
|---------------------------------------|-----------|-------------------|
| Total FY 2020 Available               | \$        | 30,000,000        |
| <b>Total Available for Allocation</b> | <b>\$</b> | <b>30,000,000</b> |

|  |           |                   |
|--|-----------|-------------------|
| <b><u>FTA Administrative and Oversight Funding</u></b> | <b>\$</b> | <b>75,000,000</b> |
|--|-----------|-------------------|

|                            |           |                       |
|----------------------------|-----------|-----------------------|
| <b>TOTAL APPROPRIATION</b> | <b>\$</b> | <b>25,000,000,000</b> |
|----------------------------|-----------|-----------------------|

|  |           |                       |
|--|-----------|-----------------------|
| <b>TOTAL APPORTIONMENT/ALLOCATION (Above Grant Programs)</b> | <b>\$</b> | <b>24,925,000,000</b> |
|--|-----------|-----------------------|



U.S. Department  
of Transportation  
**Federal Transit  
Administration**

REGION VII  
Iowa, Kansas,  
Missouri, Nebraska

901 Locust Street  
Suite 404  
Kansas City, MO 64106  
816-329-3920  
816-329-3921 (fax)

April 1, 2020

Ms. Barb Neal  
Transit Director  
City of Ames  
1700 University Blvd  
Ames, IA 50010

Re: Rescheduled FY20 Triennial Review

Dear Ms. Neal:

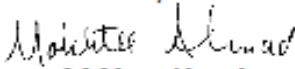
The Federal Transit Administration (FTA) appreciates the work you and your staff have completed for your scheduled fiscal year 2020 Triennial and/or State Management Review. Under the current circumstances, we understand that your focus has changed and conducting reviews now would not be prudent or productive. After careful consideration and discussion, we have made the decision to reschedule all remaining fiscal year 2020 oversight review site visits for early in federal fiscal year 2021.

FTA is working with our review contractors to ensure site visits, once they are rescheduled, run smoothly and are completed as expeditiously as possible. Our contractors will continue to review documents previously submitted and conduct additional background research. Contact from the reviewers will be kept to a minimum until closer to your review so the focus can remain on the critical issues and events at your agency and in your community.

Please visit the FTA website for updates on our efforts with respect to COVID-19. For any COVID-19 related questions please email [FTAResponse@dot.gov](mailto:FTAResponse@dot.gov), an account specifically created for our partners in the transit industry about this issue. In addition, the staff of your Regional Office is available for questions and assistance.

If you have any questions related to the oversight program, please contact Bill Kalt at [William.kalt@dot.gov](mailto:William.kalt@dot.gov).

Sincerely

  
Mokhtee Ahmad  
Regional Administrator

cc: Jessica Gladstone, FTA  
Diane King, Milligan & Company, LLC

# May 2020

| Sun | Mon                          | Tue | Wed  | Thu | Fri | Sat |
|-----|------------------------------|-----|--|-----|-----|-----|
|     |                              |     |  |     | 1   | 2   |
| 3   | 4                            | 5   | 6  | 7   | 8   | 9   |
| 10  | 11                           | 12  | 13<br>Transit<br>Board<br>Meeting<br>4:15 pm | 14  | 15  | 16  |
| 17  | 18                           | 19  | 20   | 21  | 22  | 23  |
| 24  | <b>25</b><br>Memorial<br>Day | 26  | 27   | 28  | 29  | 30  |
| 31  |                              |     |  |     |     |     |