

AMES TRANSIT AGENCY BOARD OF TRUSTEES

ELECTRONIC MEETING
PHONE: US: 1-929-205-6099
ZOOM MEETING ID: 867 1527 7672

VIDEO PARTICIPATION: <https://us02web.zoom.us/j/86715277672>

CYRIDE CONFERENCE ROOM
MAY 13, 2020

1. CALL TO ORDER: 4:15P.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 April 8, 2020 Board Minutes
4. Public Comments
5. Recognition of Outgoing Board Members
6. CARES Act Federal Grant Application
7. State Grant & Public Transit Infrastructure Grant (PTIG) Applications
8. HIRTA Customer Feedback & Contract
9. Approval of Plans & Specifications for the 2020 Interior Improvement Project
10. FY21 Fuel Purchase Bid
11. Bus Wash Renovation Project Closeout
12. Transit Director's Report
13. Summer Meeting Dates/Times:
 - June 10, 2020, 4:15PM
14. Adjourn

AMES TRANSIT AGENCY BOARD OF TRUSTEES

AMES, IOWA

April 8, 2020

The Ames Transit Agency Board of Trustees met on April 8, 2020 at 4:15 p.m. in CyRide's Conference room. Trustee Jeffrey called the meeting to order at 4:16 p.m. with Trustees Beatty-Hansen, Cain, Schainker, and Schrader present via telephone.

ELECTRONIC MEETING DECLARATION: 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)

APPROVAL OF MARCH 4, 2020 MINUTES: Trustee Cain made a motion to adopt the March 4, 2020 transit board minutes as presented and Trustee Beatty-Hansen seconded the motion. (Ayes: 5 Nays: None) Motion carried.

PUBLIC COMMENTS: None

FFY2020 FEDERAL GRANT APPLICATION: Director Neal said staff is requesting the execution of a grant application to the FTA for formula funding under section 5307. The FY2020 budget reflects \$2,250,000 in funding, but the total formula is \$244,129 higher than what was budgeted. Director Neal further explained the difference between the apportionment from FY2019 to FY2020 was due to population and population density for which the amount increased by \$25, 032 under section 5307 and STIC (Small Transit Intensive Cities) outperforming transit systems with populations of 200,000-999,999 for an increase of \$62,732. She further explained how STIC funding is awarded and that CyRide is rated on 6 categories, of which 5 categories have historically been achieved. Director Neal added that the second category that measures passenger miles traveled per vehicle revenue hour has never been achieved by CyRide.

Director Neal recommended approval of Alternative 1 which directs staff to submit a grant application for federal operating assistance in the amount of \$2,494,129 to the Federal Transit Administration.

Trustee Beatty-Hansen made a motion to 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. Trustee Schrader seconded the motion. (Ayes: 5 Nays: None) Motion carried.

TURNAROUND PROJECT AWARD: Director Neal stated that the bid for the CyRide 2020 Pavement Improvements Middle School Turnaround Project was released on March 10, 2020. She explained that this project will replace deteriorating pavement and sidewalks in front of the Ames Middle School as well as improvements to the existing retaining wall and detectable warning strips in the crosswalks along Mortensen Rd.

Director Neal said that four bids were received for the project and that Jensen Builders, LTD of Des Moines, IA submitted the low bid of \$139,700. The total budgeted in the Capital Improvement Plan was \$150,000.

Director recommends approval of Alternative 1, which awards a contract in the amount of \$139,700 to Jensen Builders, LTD of Des Moines, Iowa.

Trustee Schrader made a motion to approve Alternative 1, which awards a contract to Jensen Builders, LTD of Des Moines, Iowa for the bid amount of \$139,700. Trustee Beatty-Hansen seconded the motion. (Ayes: 5 Nays: None) Motion carried.

COVID-19 UPDATE - INFORMATIONAL

Director Neal explained that CyRide's priorities during this pandemic are to protect passengers and employees. Daily disinfection of buses and the facility has been done since February 28, 2020 with increased frequency, including crews scheduled for on route cleaning and for facility disinfection. Other increased measures include using a disinfectant sprayer that uses static electricity to cling to surfaces, suspending fare collection to have passengers enter and exit through the rear doors to limit close contact and screening employees at the door before entering the building to mitigate exposure among employees and the public.

Director Neal stated that personal protective equipment such as hand sanitizer, disinfectant wipes, and gloves are being provided to employees. She said that getting supplies has been a struggle, but the City of Ames Purchasing Department and ISU Central Stores have been instrumental in obtaining supplies.

Director Neal explained that the FFCRA has expanded pay options due to COVID-19 and that FMLA has been expanded to allow care for children due to school closures. She added that restrictions on time off without pay have been waived. Further, employees have been enabled to request use of their vacation leave or compensatory time if they choose to self-isolate by submitting requests for leave.

Board President Bibiloni joined the call at 4:23pm.

Several steps are being taken to maintain social distancing on the buses. The driver seat to the first set of seats is over 6 feet, which maintains social distancing guidelines. A chain barrier to the driver area and signage has been added to the buses to encourage

passengers to sit further back. Director Neal stated that if there are more than 9 passengers on the bus, we are sending another bus to pick up passengers. She added that videos, service alerts and posters are being posted to the website, social media and in our building in order to help educate employees and the public on measures they can take based on CDC and Iowa Department of Public Health guidelines. Staff has also implemented new ways to load passengers using a wheelchair that will lessen exposure between the passenger and the driver. In addition, per CDC guidance, the drivers have the option of wearing a fabric face mask.

Director Neal stated that ridership has experienced a dramatic drop during the pandemic, decreasing from approximately 33,000 rides per day, to under 1,000 rides per day. CyRide is currently operating a weekday break schedule with a Cherry Route to service the most western part of Ames. She added that while people are encouraged to stay at home, CyRide is an essential service that transports people to and from work, doctor appointments and other necessary places, such as the grocery store. Director Neal said that ridership will continue to be monitored very closely and that passenger boardings are being tracked on the bus tablet technology; a handout that maps out the current boarding activity was referenced.

Trustee Jeffery asked if there are currently enough drivers. Director Neal said that there currently is enough staff and that several drivers are now in disinfecting shifts or providing bathroom breaks to on route drivers as many places with restrooms that were previously available are now closed. Director Neal explained the plans for service if there is a shelter in place order, which would change service to a Saturday Break Schedule. The plan would also use a team approach that would have two groups of drivers, an A and B group alternating work and standby schedules; one group would work for 7 days and then be on standby for 7 days to allow for isolation of any drivers that were potentially exposed. Director Neal pointed out that this information slightly differs from the information in the board packet, which stated 14 days working and 14 days on standby. This has been updated to a 7 day rotation as further guidance has been received and would allow employees to keep their health insurance.

TRANSIT DIRECTOR'S REPORT:

- 1. Coronavirus Aid, Relief, and Economic Security (CARES) Act:** Director Neal said that there are financial implications associated with the pandemic and that staff is currently tracking expenses, pandemic specific hours worked and lost revenue. She shared that the FTA announced on April 2, 2020 that \$25 billion was being allocated to urban and rural transit systems via the CARES Act. Based on current information, CyRide could receive over \$7,000,000 in CARES funding for operating expenses. She further explained that this is a fluid situation and additional details and further clarification will be shared as they are available.

2. **Federal Triennial On-Site Review Delayed until after October 1, 2020:** The on-site review that was scheduled on May 5 & 6, 2020 has been delayed until at least October 1, 2020. Outstanding items include the update of Transit Planner's job description by Human Resources to include that they are the DBE Liaison officer and a manual with financial procedures from Finance.
3. **Intermodal Leases:** Tenants of the Intermodal Facility are struggling with cash flow due to the pandemic. Executive Express asked for an amendment to their contract, which would defer their rent for 90 days, allowing them to not pay rent for April, May and June and spread that amount over the next 12 months. Jefferson Lines eliminated most of service and is also asking for the same amendment. Director Neal has contacted the City of Ames Legal Department for contract amendments.
4. **Houck Advertising:** The provider of the advertising on the buses has asked for relief from their contract due to the pandemic. Currently the contract states that there is a 60/40 split of revenues on a monthly and annual basis, with guaranteed minimums. They have requested that we suspend the guaranteed monthly minimum and that the revenue be split 60/40. Director Neal said that Houck's contract is up for renewal in July and that she will be contacting the City Legal Department to update the language pertaining to this situation and would bring this item back to the board for consideration if the board had no objections. Trustee Jeffery stated that this sounded reasonable.

Next Meeting Dates/Times:

- May 13, 2020 – 4:15 pm
- June 10, 2020 - 4:15 pm

Adjourn: Trustee Cain made a motion to adjourn the meeting and Trustee Beatty-Hansen seconded the motion. The meeting was adjourned at 4:43p.m. (Ayes: 6 Nays: None) Motion carried.

Juan Bibiloni, President

Julie Brousard, Recording Secretary

CITY OF AMES, IOWA

MEMO TO: Ames Transit Board of Trustees
FROM: Barbara Neal
DATE: May 13, 2020
SUBJECT: CARES Act Federal Grant Application

INFORMATION: On April 2, 2020, the U.S. Department of Transportation’s Federal Transit Administration (FTA) announced a total of \$25 billion in federal funding allocations 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, signed by President Donald J. Trump on March 27, 2020.

This funding will be provided at a 100 percent federal share, with no local match required, and will be available to support capital, operating, and other expenses eligible under those programs to prevent, prepare for, and respond to COVID-19.

Further, operating expenses incurred beginning on January 20, 2020 are also eligible, including operating expenses to maintain transit services during the pandemic. Answers to [frequently asked questions \(https://www.transit.dot.gov/frequently-asked-questions-fta-grantees-regarding-coronavirus-disease-2019-covid-19#CARES\)](https://www.transit.dot.gov/frequently-asked-questions-fta-grantees-regarding-coronavirus-disease-2019-covid-19#CARES) about this funding are available on FTA’s web site.

CARE ACT APPORTIONMENT: CyRide will receive \$7,028,297 in federal funding at 100% federal share, with no requirement for a local match to receive this funding. This level of funding is nearly three times CyRide’s annual FFY2020 apportionment (FFY2020 - \$2,494,129). The CARES Act funding will be available until expended but should be attributed for transit expenses incurred due to the COVID-19 pandemic. Transit systems are encouraged to spend funds expeditiously to respond to local needs; however, there is no timeframe limit for spending down these dollars.

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.

CyRide envisions CARES Act funding could help to finance the following items:

- Administrative leave due to transit employees quarantined due to COVID-19 and employees with modified service hours,
- Personnel Protection Equipment (PPE),
- Cleaning supplies purchased due to COVID-19,
- General Transit Operations (funding for anticipated lost revenue as a direct result of the COVID-19 pandemic):
 - State Transit Assistance (STA) funding,
 - Farebox revenues,
 - Advertising revenues,
 - Funding partner (City, ISU, Student Government) revenue contributions

GRANT REQUEST: CyRide will request 100% of the CARES Act apportionment for operating funds. Additionally, this grant requires a 0% local match. The specific federal request is as follows:

Section 5307 Operating Assistance

\$7,028,297

ALTERNATIVES:

1. Authorize the Transit Director to execute and file a Section 5307 grant application in the amount of \$7,028,297 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 help CyRide to respond to COVID-19 appropriately and will increase the number of options open to the Transit Board once the full impact of the pandemic becomes known.

CITY OF AMES, IOWA

MEMO TO: Ames Transit Board of Trustees
FROM: Barbara Neal
DATE: May 13, 2020
SUBJECT: State Grant & Public Transit Infrastructure Grant (PTIG) Applications

INFORMATION: CyRide annually submits grant applications to the Iowa Department of Transportation (Iowa DOT) to support operating and capital needs for the transit system. The following summarizes the applications to be submitted by June 1, 2020 (submittal was delayed due to COVID-19) for funding during the 2020-2021 budget year, subject to Transit Board approval.

<u>Operating</u>	<u>State/Federal Share</u>
State Transit Assistance (STA) – Estimate based on 5.34716043% of available funding – utilized for fixed-route operations	\$809,363
Federal Section 5310 Elderly and Disabled Funding (\$175,000 total) Assistance for ADA Service Contract with HIRTA	\$140,000
Federal Section 5310 Elderly and Disabled Funding (\$82,146 total) Assistance for Vehicle Annunciators Annual Service Fees	\$65,714
TOTAL Operating	\$1,015,077

<u>Capital</u>	<u>Federal Share</u>
Federal Section 5310 Elderly and Disabled Funding For LED Signage in Buses for Annunciators (\$126,720 total)	\$101,376
Federal Section 5310 Elderly and Disabled Funding Two Light Duty Low-Floor Transit Buses w/surveillance cameras (\$312,396 total)	\$249,917
Federal 5339 Discretionary Grant Request For 8 - 40' Heavy-duty Replacement Buses w/cameras (\$3,981,656 total)	\$3,384,408
Public Transit Infrastructure Grant (\$281,346 total) For Maintenance Bay Ventilation Improvements	\$225,077
Public Transit Infrastructure Grant (\$187,574 total) For HVAC in Southwest Bus Storage HVAC Replacement	\$150,059
TOTAL Capital	\$4,110,837

TOTAL STATE GRANT APPLICATION \$5,125,914

State Transit Assistance (STA): The State Transit Assistance (STA) funding is assured funding with no local match requirement. This formula funding is provided by vehicle registration fees and is available to all transit systems in the state. The FY2021 budget has \$800,000 in revenues from this source based on historical award amounts; however, the Iowa DOT has estimated that there will be a 25% reduction in STA funding due to the pandemic. CyRide will continue to monitor STA revenues.

Elderly and Disabled Section 5310 Funding: This is the only grant funding that CyRide is assured of receiving. This year's apportionment of \$557,007 is more than twice the amount CyRide normally receives, which was initially expected to be approximately \$265,000. The Iowa DOT has indicated this extra funding is a one-time allocation due to unused funding from transit agencies throughout the state and future allocations should lower back down to the \$265,000 level. Staff has worked to utilize the entire 5310 allocation of \$557,007, while at the same time reducing the local match commitment by a total of \$52,141. In order to maximize the federal funding levels, the Transit Board would need to move \$13,573 in savings from the operating budget to the capital plan during the 2020-2021 fiscal year. Specific modifications are shown below, with additional details in the attached spreadsheet.

The modifications are as follows:

- **Dial-A-Ride:** Increased from \$156,250 (\$125,000 federal) in capital plan to \$175,000 (\$140,000 federal). Since the capital plan was approved, HIRTA has increased its passenger fares to \$2.50/ride. This has resulted in more individuals switching to Dial-A-Ride services, as the \$2.00/ride fare is not as expensive to the passenger. CyRide believes additional federal funding is necessary to ensure adequate coverage of this service. **Local match increase \$3,750.**
- **Automatic Vehicle Locator/Automatic Vehicle Annunciator Annual Service Fees:** CyRide had conversations with the Federal Transit Administration about adding annual fees for the annunciators as a "non-traditional" project for the 5310 funding. The overall costs for these service fees are currently contained in the operating budget but can now utilize the 80% federal funding with Section 5310 funding. **Local match decrease \$65,714.**
- **LED Signage Added to Bus Interior Displaying Annunciator Message:** This signage was not implemented in August 2019 due to limited federal 5310 funding at the time. Adding LED signage will provide a visual display of the approaching stop combined with the automatic voice annunciators and will allow all passengers to better navigate the system. This project is not specifically identified in the capital plan but CyRide can revise the Annunciator project in November 2020 and add the available federal funding. **Local match increase \$25,344.**
- **Low-floor Light Duty Minibuses:** Replacement of two minibuses was included in the capital plan. However, CyRide previously overmatched this project, as there wasn't enough federal monies to fully fund these minibuses at 80%. These vehicles are eight years old and past their useful life of five years. CyRide would

- like to purchase two light-duty buses in a low-floor style that has improved accessibility for wheelchair passengers. The low-floor bus has a higher capital cost, but with additional federal funding the local match commitment for these vehicles is lower than previously committed in the capital plan. **Local match decrease \$15,520.**

Section 5339 or PTMS/ICAAP Funding: Section 5339 funding for eight vehicles is not currently in CyRide’s capital plan, as funding received by the State of Iowa for bus replacements is competitively selected. CyRide will not be informed if its buses are selected until later into the 2020-2021 budget year. Buses can be federally funded at 80% (ICAAP) or 85% (5339) depending on the type of funds available at the time. Requesting replacement of CyRide’s oldest and most utilized buses is anticipated to provide two or three buses for replacement through this process. CyRide will bring any local funding requirements to the transit board for formal approval if not identified in the capital plan.

Public Transit Infrastructure Grants (PTIG) Funding: PTIG projects are competitively selected at the state level and CyRide will be notified of selection decisions during the 2020-2021 year, with any construction beginning in summer 2021. Typically, public transit receives approximately \$1.5 million for PTIG projects and each transit agency may receive up to 40% of this overall allocation. The PTIG funding is supported by the Rebuild Iowa Infrastructure Fund (RIIF), which comes primarily from gaming revenues. Due to the pandemic, CyRide anticipates RIIF funding allocated to PTIG will be lower than normal. As a result, CyRide has reduced its HVAC request assuming RIIF funding decreases for FY2021. PTIG funding is currently included in CyRide’s 2021-2022 capital budget and City of Ames Capital Improvement Plan at \$625,000 total (\$500,000 federal; \$125,000 local). The FY2021 PTIG request contains two separate HVAC projects and are described below.

- The **Maintenance Bay Ventilation Improvements project** (\$281,346 total; \$225,077 federal) includes improving the quality of the air in the shop area by improving space temperature and humidity control, increasing ventilation, and upgrading controls. The scope is anticipated to include:
 - Removal and replacement of the existing rooftop equipment, including energy recovery units (HRU-1, HRU-2) as well as existing rooftop air conditioning equipment (ACU-6).
 - Consolidation of makeup air and air conditioning equipment serving the maintenance bays.
 - All associated work including ductwork modifications, detectors, electrical connections, and roof modifications to accommodate new/replacement equipment.

- The **Southwest Bus Storage HVAC project** (\$187,574 total; \$150,059 federal) includes removal and replacement of existing rooftop units that are currently 30 years old. The work to be completed includes:
 - Removal and replacement of the existing rooftop energy recovery unit (HRU-9).
 - All associated work, including control and ductwork modifications, electrical connections as needed and roof work to accommodate new/replacement equipment.

A public hearing will be held on May 13, 2020 at 10:00 a.m. to discuss this application with the community prior to the board meeting. Any written or oral comments received during the public meeting, if any, will be shared with the CyRide Transit Board and communicated in the final submission to the Iowa DOT.

ALTERNATIVES:

1. Approve the FY2021 State Grant and Public Transit Infrastructure Grant applications as presented.
2. Modify the FY2021 State Grant Application based upon board priorities.
3. Reject the grant application and do not submit a state funding request for the 2020-2021 budget year.

RECOMMENDATION:

The Transit Director recommends approval of Alternative #1 to submit an operating and capital application to the Iowa DOT, as this application supports the enhancement of transit services in the Ames community and lowers the overall local commitment to projects identified in operating and capital budgets with minor revisions into the City of Ames Capital Improvement Plan.

PROPOSED 5310 BUDGET					CAPITAL BUDGET				DIFFERENCE/SAVINGS		
	Total	Federal	Local	%	Total	Federal	Local	%	Total	Federal	Local
5310 Apportionment Allocation	\$696,259	\$557,007	\$139,252								
TRADITIONAL PROJECTS											
Dial-A-Ride	\$ 175,000	\$ 140,000	\$35,000	80%	\$ 156,250	\$ 125,000	\$31,250	80%	\$ 18,750	\$ 15,000	\$3,750
Annunciator - LED Signage Added to Interior Bus	\$ 126,720	\$ 101,376	\$ 25,344		\$ -	\$ -	\$ -		\$ 126,720	\$ 101,376	\$25,344
Low-Floor Bus (176" wb; low-floor; urban; cameras)	\$ 156,198	\$ 124,958	\$ 31,240	80%	\$ 111,500	\$ 72,500	\$ 39,000	65%	\$ 44,698	\$ 52,458	(\$7,760)
<u>Low-Floor Bus (176" wb; low-floor; urban; cameras)</u>	<u>\$ 156,198</u>	<u>\$ 124,958</u>	<u>\$ 31,240</u>	<u>80%</u>	<u>\$ 111,500</u>	<u>\$ 72,500</u>	<u>\$ 39,000</u>	<u>65%</u>	<u>\$ 44,698</u>	<u>\$ 52,458</u>	<u>(\$7,760)</u>
SUBTOTAL TRADITIONAL PROJECTS	\$ 614,116	\$ 491,293	\$ 122,823		\$ 379,250	\$ 270,000	\$ 109,250		\$ 234,866	\$ 221,293	\$13,573
NON-TRADITIONAL PROJECTS					OPERATING BUDGET						
AVAS/AVL (Annual License, Software & Service fees; Annunciator annual service fee; Cellular Data Service; Annual SMS Service Fee	\$ 82,143	\$ 65,714	\$ 16,429	80%	\$ 82,143		\$ 82,143	0%	\$ -	\$ 65,714	(\$65,714)
SUBTOTAL NON-TRADITIONAL PROJECTS	\$ 82,143	\$ 65,714	\$ 16,429	80%	\$ 82,143	\$ -	\$ 82,143	0%	\$ -	\$ 65,714	(\$65,714)
TOTAL	\$ 696,259	\$ 557,007	\$ 139,252		\$ 461,393	\$ 270,000	\$ 191,393		\$ 234,866	\$ 287,007	(\$52,141)

CITY OF AMES, IOWA

MEMO TO: Ames Transit Board of Trustees
FROM: Barbara Neal
DATE: May 13, 2020
SUBJECT: HIRTA Customer Feedback & Contract

BACKGROUND: CyRide is required by the federal government to provide Americans with Disabilities Act (ADA) Complementary Paratransit service (door-to-door bus service for the disabled) in the Ames community. Since 2003, CyRide has contracted for this service, called Dial-A-Ride (DAR), with Story County's transit provider to operate CyRide's ADA service in conjunction with their Story County service.

CyRide has conducted an annual Dial-A-Ride survey every year since 2011 to gain input on customer's overall impressions, as well as specific suggestions to improve service. Data from this survey is used to provide feedback to the contractor regarding performance issues, as well as for the Transit Board of Trustees to consider renewal of its contract for ADA-required complementary paratransit services.

At the June 2018 Transit Board of Trustees meeting, board members approved a new three-year contract with the Heart of Iowa Regional Transit Agency (HIRTA) for Dial-A-Ride service. The 2020-2021 fiscal year will represent the third year of this three-year agreement. Each year, board members are asked to consider action on continuing Dial-A-Ride service under this contract for the next fiscal year.

If the board does not desire to continue contracting with HIRTA for the next fiscal year and to instead directly operate service, CyRide will need to hire additional drivers and dispatchers, purchase new vehicles and a software program to dispatch trips. The additional cost is estimated at over \$1 million dollars the first year and approximately \$600,000 each year thereafter. CyRide receives approximately \$260,000 in "Elderly and Disabled" (Section 5310) federal funding each year to support services that benefit seniors and individuals with disabilities, which includes operating costs for Dial-A-Ride services. Other projects that have utilized this funding in past years have included van/bus purchases for Dial-A-Ride service, bus shelters, automated bus stop annunciators, NextBus LED signage and the HIRTA Amble app. However, if CyRide operated the Dial-A-Ride service directly, the \$260,000 Section 5310 funding could not be used for operating costs and CyRide would need to pay for Dial-A-Ride operations with 100% local funding. If the service continues to be contracted to another transit provider, CyRide can utilize this federal funding for the operation of service as well as

purchase any necessary capital equipment to support its operation.

INFORMATION: The purpose of this board item is to determine if CyRide will continue to contract with HIRTA to operate DAR service on behalf of CyRide and whether the Transit Board desires to amend the established DAR performance goals. Information obtained from the annual survey will be provided to assist board members in determining actions to be taken regarding DAR service for the next contract year, as well as review information regarding the established goals and actual performance measures achieved.

Survey Results

All eligible Dial-A-Ride customers were mailed a customer satisfaction survey on February 28, 2020. Of the 124 surveys distributed, 28 were returned for a 22.6% return rate. In comparison, CyRide received 24 surveys in the previous year's survey, with a 19.4% return rate. The results from the past three years are attached and briefly summarized below. Also attached are the specific comments provided in the 2020 surveys by customers regarding service.

The following are the general highlights from this year's survey and variations from last year:

- **Overall Satisfaction** - Overall satisfaction with the Dial-A-Ride service ("Satisfied" and "Very Satisfied") has decreased over last year, with 81.8% satisfied or very satisfied, compared to 90.5% in 2019. There was a decrease in very satisfied responses, which were 45.5%, compared to 61.9% in 2019.
- **Service Improvement** - Customers indicated a belief that service improvements were about the same compared to last year. This year, 76.2% of respondents believed the service was "about the same," compared to 78.9% in 2019. One respondent this year indicated the service was "not improved," compared to no respondents in 2019.
- **Reservations** – There were five questions regarding different aspects of reserving/scheduling of a trip. Call-taker professionalism was the same as last year, with all but one respondent answering that they "always" or "usually" were greeted professionally. The percentage of riders who received a busy signal "always" or "usually" was 20.0%, up from 15.0% in 2019.
- **Scheduling** – Overall satisfaction with scheduling was similar to last year, with 45.0% indicating that their trip was always scheduled within one hour, compared to 42.86% last year.
- **Driver Actions** – There was an increase in driver satisfaction, with 100.0% satisfied this year compared to 80.0% last year. The percentage of correct fare responses was also 100.0%.
- **Safety** – Four respondents indicated their wheelchair was "always" secured.

- **AMBLE App** – There are only two respondents who use the application.
- **General Comments / Suggestions** – There were 12 comments or suggestions provided this year, compared to 10 in 2019.

In summary, the survey results are similar to those from 2019.

Dial-A-Ride Performance Goals

The Transit Board directed staff to develop goals for CyRide’s Dial-A-Ride service with HIRTA. The measures below represent the Board’s approved goals for the last fiscal year (2019) as well as Fiscal Year 2018 for comparison purposes. Fiscal Year 2019 HIRTA provided 8,380 trips for CyRide.

HIRTA Performance Measures

Type of Measure	Performance Measure	Goal	FY2019	FY2018
Financial	Cost/Passenger**	\$20.00	\$18.97	\$18.82
Quality	Passengers/Comment	1,000	8,380	4,451
Quality	Passenger Rides Before/After Pickup Window	400	521	463
Efficiency	Passengers/Revenue Hour**	2.4	2.5	2.1
Safety	Passenger Injuries	0	0	0
Quality/Efficiency	On-Time Performance*	95.0%	93.8%	94.8%

*Defined as 10 minutes before or after the scheduled pick-up time.

**Based on end of year quarterly reports.

In summary, HIRTA has met or exceeded several of the performance goals for last year; however, “Passenger Rides Before/After Pickup Window” and “On-Time Performance” goals were not met. CyRide has been in discussions with HIRTA on how to improve these performance measures. HIRTA and CyRide will be monitoring both areas monthly to better understand what is affecting the lower performance and how best to improve these measures.

Contract Renewal

CyRide staff began discussions with HIRTA regarding renewal of the DAR contract for the 2020-2021 budget year. In preliminary discussions, HIRTA indicated an interest in continuing to provide DAR service on behalf of CyRide. The attached letter of interest confirms this desire and their proposed rate structure for the 2020-2021 year. A comparison of current year rates versus proposed rates is described in the table below.

HIRTA Contract Rate for DAR Service

Rate Category	2020-2021 Budget Rate*	2019-2020 Budget Rate*	% Change
Weekday Trips	\$16.50 per trip	\$16.00 per trip	3.125%
Weeknight Trips	\$51.38 per hour	\$49.83 per hour	3.11%
Weekend Trips	\$51.38 per hour	\$49.83 per hour	3.11%

*Per trip rates are used Monday through Friday during the day when Dial-A-Ride and HIRTA passengers are combined on one bus. The per hour rate is used when only Dial-A-Ride service is operated on evenings and weekends.

The above increases are within industry standards for transit operating contracts. The increase is also lower than last year (6.5% to 3.125%) and the cost per hour and trip is lower than CyRide’s cost to provide the service.

CyRide staff and HIRTA are additionally requesting a modification to the current contract to reflect weeknight service beginning at 8:00pm instead of 6:00pm. This change would allow weekday trips to be provided at the \$16.50 rate opposed to the hourly rate of \$51.38 over a greater period of time. In discussions with HIRTA, this modification would save CyRide approximately \$26,000 a year.

Action for consideration at the board meeting will require a decision on whether to continue under the existing CyRide/HIRTA contract on the last year of this contract.

ALTERNATIVES:

1. Approve continuing the contract with Heart of Iowa Regional Transit Agency (HIRTA) for the 2020-2021 budget year at a 3.125% rate increase on weekday trips, with a 3.11% rate increase on weeknight and weekend rates, and to amend the contract to reflect the 8:00pm change for the start of weeknight trips.
2. Approve continuing the contract with Heart of Iowa Regional Transit Agency (HIRTA) for the 2020-2021 budget year at a 3.125% rate increase on weekday trips, with a 3.11% rate increase on weeknight and weekend rates, and **do not** amend the contract to reflect the 8:00pm change for the start of weeknight trips.
3. Do not continue the contract with HIRTA for Dial-A-Ride service and begin directly operating Dial-A-Ride service on July 1, 2020.

RECOMMENDATION:

The Transit Director recommends approval of Alternative #1 to continue in contract with HIRTA to provide Dial-A-Ride service for the next fiscal year and amend the weeknight trip times to begin at 8:00pm. Continuing this contract maintains the federally required complementary paratransit system for the Ames community, avoids the high cost of CyRide directly operating the Dial-A-Ride service and allows Section 5310 funding to be applied toward operational costs.



Heart of Iowa Regional Transit Agency HIRTA Public Transit

Boone, Dallas, Jasper, Madison, Marion, Story, and Warren Counties

4/21/2020

Dear Barb Neal:

The Heart of Iowa Regional Transit Agency (HIRTA Public Transit) would like to indicate our interest in continuing the contract with CyRide for HIRTA to provide Complimentary ADA Paratransit services in the City of Ames. We feel this is a successful partnership and look forward to continuing work with CyRide in Fiscal Year 2021.

HIRTA is requesting a 3.125% increase in compensation:

- \$16.50 for day time hours (6:30am-6:00pm)
- \$51.38 for evenings (8pm and later)
- \$51.38 for weekend hours
- Fuel surcharge to remain the same at a base rate for fuel being \$2.30 and monthly percentage based on fuel price range schedule.

The 2019 COLA was 2.8% and the remaining .325% is to off-set transaction fees from our pre-paid accounts, which we extended to and are being used by DAR customers.

Thank you for your consideration of this request.

Sincerely,

Julia Castillo
Executive Director

Dial-A-Ride Survey Comparison

Question/Response	2020	2019	2018
1. How many times over the last 12 months have you ridden Dial-A-Ride services?			
1. I have not ridden	9.1%	16.7%	12.0%
2. Less than 4 times a year	13.6%	20.8%	24.0%
3. Once a month	9.1%	12.5%	8.0%
4. Twice a month	22.7%	0.0%	4.0%
5. Once a week	13.6%	8.3%	12.0%
6. Several times a week	31.8%	41.7%	40.0%
2. Overall, over the past twelve months, how satisfied are you with the service you have been provided by DAR service?			
1. Very dissatisfied	4.6%	0.0%	5.0%
2. Dissatisfied	4.6%	0.0%	0.0%
3. Somewhat Satisfied	9.1%	9.5%	18.0%
4. Satisfied	36.4%	28.6%	36.0%
5. Very Satisfied	45.5%	61.9%	41.0%
3. Has Dial-A-Ride service improved this year?			
1. Improved	4.0%	21.0%	20.0%
2. About the same	16.0%	79.0%	70.0%
3. Not improved	1.0%	0.0%	10.0%
4. Please respond to the following questions by circling the number that best describes your experience in the last 12 months with DAR service. (Respondents indicating "always")			
1. Reserve trips, professionally/politely greeted?	81.0%	75.0%	54.5%
2. When scheduling trips, received a busy signal?	10.0%	5.0%	18.1%
3. When scheduling trips, put on hold for more than 3 mins.?	33.3%	16.0%	14.3%
4. When calling on the weekend to reserve a trip, call returned by 8 pm on Sunday?	22.2%	12.5%	18.1%
5. Ride scheduled within 1 hour of time requested	50.0%	45.0%	42.8%
6. Bus/Van clean and in good working condition	76.2%	68.4%	45.0%
7. Bus driver polite and helpful	76.2%	80.0%	59.1%
8. Wheelchair is tied down and anchored securely to the floor	100.0%	85.7%	81.8%
9. Bus driver charged the correct fare	95.2%	84.2%	76.2%
10. ADA card processed promptly	100.0%	75.0%	84.6%
5. Do you utilize HIRTA's AMBLE app to schedule, cancel trips, manage trips or pay for trips?			
1. Yes	18.2%		
2. No	81.8%		

Question/Response	2020	2019	2018
6. Has a request for a trip been turned down (excluding a same day ride request) by the HIRTA's staff this past year so that you were not able to take the trip using Dial-A-Ride? (ADA regulations allow trips to be negotiated in 1 hour blocks before/after the requested time. If the 'negotiated time' an hour before/after your request does not meet your expectation to book your trip, this is not a denial)			
1. Yes	52.4%	15.8%	30.0%
2. No	47.6%	84.2%	70.0%
7. If your trip request was turned down, what was the reason you were given by the person you talked with on the phone?			
Didn't have enough buses/drivers. Told the buses were full.			
No time, no available pick ups			
Couldn't take them, full schedule			
Only occasionally. Because the scheduling for other trips conflicts with necessary pickup time.			
Fully booked for requested time			
Buses were full, which has never happened as long as I've been riding with them don't know why. Maybe they needed another driver for days you go out of town.			
We were turned down initially for Christmas Eve church, trips then are for medical reasons only. We called back one week later though and were scheduled so it worked out fine - another person helped us.			
No rides available			
Nothing was available for the day and time			
Christmas time - only medically needy			
8. While requesting a ride or riding Dial-A-Ride service, have you ever felt you were personally being discriminated against because of your race, color, national origin (ancestry), or your lack of ability to speak English?			
1. Yes	0.0%	0.0%	5.0%
2. No	21.0%	100.0%	95.0%
9. If yes to the #8 question, please explain the situation below.			
No responses			

Question/Response	2020	2019	2018
10. Please check the reason you ride Dial-A-Ride service.			
1. Medical appointment	76.2%	81.5%	79.0%
2. Work/school	23.8%	18.1%	23.8%
3. Shopping (grocery or other)	52.4%	50.0%	47.6%
4. Personal appointments (such as to the beauty shop)	38.1%	27.3%	42.9%
5. Social trips (such as to visit a friend)	28.6%	27.3%	38.1%
6. Other	28.6%	13.6%	42.9%
Workshops, meetings, presentations		2	1
Nursing Home visits			1
Church	3	2	1
No auto			1
Occasional locations such as library, post office, bank, etc.			1
Hilton Collisium, ISU events			1
Bank			1
Work daily			1
Taking child to caregiver			1
Volunteer	1		
11. Please indicate your race.			
1. White	80.0%	90.0%	85.0%
2. African American	10.0%	5.0%	10.0%
3. Asian	0.0%	0.0%	0.0%
4. Native American or Pacific Islander	5.0%	5.0%	0.0%
5. American Indian or Alaskan Native	5.0%	5.0%	5.0%
6. Hispanic	5.0%	5.0%	5.0%
7. Other	5.0%	0.0%	0.0%
11. Please provide us with any comments/suggestions you have for improving Dial-A-Ride service.			
Comments			
See attached responses			

Dial-A-Ride Survey Comments 2020

12. Please provide us with any comments/suggestions you have for improving Dial-A-Ride service (Be as specific as possible.)

1. Great drivers: Phil, Bob, Anne Drivers are the ones that make the service work. The office is not helpful and rude when talked to about complaints and other comments. Talked to the office about explicit music discriminatory to women (one driver) and office said it is not a big deal and is a matter of opinion. Everyone should feel safe & comfortable on the HIRTA bus.

2. The first time she was going to ride, the driver didn't help her with her wheelchair, so she never made it on.

3. Doing a great job!

4. Left behind a lot, late to pick up

5. Pick up confusion - didn't notify customer that the bus was coming

6. I love HIRTA, it is the only way I could go see my husband in the nursing home

7. I would like to get confirmation from the person that they schedule with, would like to know when he is going to be picked up further in advance than the call they are giving now

8. Drivers are very helpful, help with goods/groceries

9. Occasionally, the vehicle does NOT arrive. It takes a while for CyRide to figure out the schedule, etc.

10. They should not have a will call so close to your time that it makes driver half an hour late for my pickup then you don't know if the bus broke down or what or they need to leave a driver on until later when they know they are going to have something like that so your bus isn't half an hour late. And if they are down 2 drivers they need to hire 2 more maybe 3 for times you go out of town. They need extra drivers for when someone is sick, etc.

11. This is a crucial service for me to live a worthwhile life. I hope that the dial a ride service will continue for many more years. I depend on it to live my life.

12. We think you do a wonderful job, and we are thankful for your service!

CITY OF AMES, IOWA

MEMO TO: Ames Transit Board of Trustees

FROM: Barbara Neal

DATE: May 13, 2020

SUBJECT: Approval of Plans & Specifications for 2020 Interior Improvements Project

BACKGROUND: CyRide’s current administration building was constructed in 2008 and was built over a portion of the original 1984 administration building. Rooftop Unit #12 (RTU-12) is the heating, ventilation and air conditioning unit for the remaining 1984 building and has been identified in the Transit Asset Management plan as being in poor condition. RTU-12 was bid in the 2020 HVAC Improvement Project as an alternate but was not able to be selected due to budgetary constraints in a volatile bidding environment.

Additionally, the board authorized the creation of a new required Chief Safety Officer position in January 2019. CyRide is required to have a Chief Safety Officer by December 2020 to meet federal requirements related to the agency’s safety plan. The CyRide administration building does not have dedicated workspace for this new position, and other workspaces have deficiencies in HVAC design and traffic flow that also could be addressed with approval of this proposal.

To fund these projects, CyRide has identified an existing grant that can be used for facility construction projects. The grant provides funding at 80%. CyRide has \$35,000 budgeted and included in the CIP for interior facility improvements in fiscal year 2019/2020 available as a local match. CyRide plans to leverage the \$35,000 in the local capital budget to spend down the remaining balance on an existing federal building grant that remains unused after the completion of the interceptor pit upgrade project.

INFORMATION: Rooftop Unit #12 was installed in 1997 and is now past its useful service life. The area of the administration building that RTU-12 services contains a supply storage area, two restrooms with showers and the main hallway used for drivers entering and exiting the administration building. The air exhaust fan for the 1984 building would also be replaced and right-sized. Changing RTU-12 and the exhaust fan will increase air changes within the building and adjust air pressure imbalances, leading to improved air quality for employees working in this area.

Since the administration facility was constructed in 2008 there have been several staffing changes that have altered how CyRide uses the building, and some deficiencies in the original design have been identified.

First, CyRide needs a workspace for the new Chief Safety Officer position. To facilitate this, meeting room 126 would be converted into an office, and the pass-through space of room 125 would be changed into a meeting room.

Second, the Secretary I workspace did not have a draft tempering system installed below the window during the initial construction project. This creates drafts during the winter months. Adding the draft tempering system and a new wall will help the space be properly conditioned and provide a proper work environment for the Secretary I position. This part of the project would also add a new wall across the Directors office, reducing the square footage of the room, but allow for better vision throughout the upper floor space and improve foot traffic flow.

A copy of the plans and specifications are available at the following link:

<https://www.dropbox.com/sh/6itj3yvh09xrqwi/AABkzIAa7f86D1dkjmj-QshPa?dl=0>

Upon project approval from the Transit Board, the A&E consultant and CyRide staff will work with the City of Ames Purchasing Division to bid the project. List below is the proposed schedule for this project.

Date	Project Element
May 26, 2020	City Council approval of plans & specifications
May 27, 2020	Project release
June 24, 2020	Bids Due
July 2020	Report of bid to Transit Board
July 14, 2020	Report of bid to Ames City Council

CyRide plans to leverage the \$35,000 in the local capital budget to spend down an existing federal grant that remains after the completion of the interceptor pit upgrade project. Detailed budget information can be found in the table below.

Funds Available	Federal Funds	Local Funds	Total
State of Iowa 5309 Grant – 80%	\$94,767	\$23,692	\$118,459
CyRide’s Capital Budget– 20%	—	\$11,308	\$11.308
Total Project Budget	\$94,767	\$35,000	\$129,767

ALTERNATIVE:

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

RECOMMENDATION:

The Transit Director recommends approval of Alternative #1, approving the CyRide 2020 Interior Improvements 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 aging equipment and will help prepare for future staffing requirements.

CITY OF AMES, IOWA

MEMO TO: Ames Transit Board of Trustees

FROM: Barbara Neal

DATE: May 13, 2020

SUBJECT: **FY21 Fuel Purchase Bid**

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

INFORMATION: On April 29, 2020 CyRide, with the assistance of the City of Ames Purchasing Division, released RFP 2020-140 for the purchase of diesel fuel from July 1, 2020 through June 30, 2021. Bids were due May 6, 2020 and four suppliers provided bids.

CyRide staff performed a bid analysis using the quantities of fuel consumed from January 1, 2019 to December 31, 2019. Keck Energy of Des Moines, IA had the low bid based on this analysis. A copy of the bid tabulation and bid analysis are included with this agenda item for reference. CyRide has budgeted for 400,000 gallons of fuel during the contract period for a total not-to-exceed contract amount of \$1,100,000. The not-to-exceed contract amount is based on the approved FY21 budget price of \$2.75 per gallon.

ALTERNATIVE:

1. Approve award to Keck Energy as the overall lowest bidder for fuel purchases from July 1, 2020 until June 30, 2021 at a not-exceed contract amount of \$1,100,000.
2. Reject Alternative #1 and direct staff to modify the fuel bid to reflect Transit Board priorities.

RECOMMENDATION:

The Transit Director recommends approval of alternative #1, approving contract award to Keck Energy of Des Moines, IA for fuel purchases from July 1, 2020 until June 30, 2021 at a not-to-exceed contract amount of \$1,100,000.

CITY OF AMES, IOWA				
Mike.adair@cityofames.org				
Bid No. 2020-140				
Ames Transit Agency 2018 Fuel Purchases	Supply of #1 Dyed ULSD Diesel	Supply of #2 Dyed ULSD Diesel	Biodiesel Pricing	Magellan's Cold Flow Improver
7/1/20 through 6/30/21				
BIDDERS				
Keck Energy	-\$0.0350	-\$0.0180	-\$1.2000	\$0.0100
Mansfield Energy	-\$0.0343	-\$0.0168	-\$1.1070	\$0.0150
Diamond Oil	-\$0.0300	-\$0.0160	-\$1.1600	\$0.0105
Petroleum Traders Corp.	-\$0.0150	\$0.0026	-\$0.0198	\$0.0200

Bid No. 2020-140								
			#1 ULSD	#2 ULSD	5% Biodiesel	Magellan's Cold Flow Improver		
Keck Energy			-\$0.0350	-\$0.0180	-\$1.2000	\$0.0100		
Mansfield Energy			-\$0.0343	-\$0.0168	-\$1.1070	\$0.0150		
Diamond Oil			-\$0.0300	-\$0.0160	-\$1.1600	\$0.0105		
Petroleum Traders Corp.			-\$0.0150	\$0.0026	-\$0.0198	\$0.0200		
Pro Forma Fuel Budget								
			#1 ULSD	#2 ULSD	5% Biodiesel	Magellan's Cold Flow Improver	Total Gallons Diesel & Biodiesel	Total Budget Amount
Assumptions	Annual Gallons		20,000	320,970	13,358	101,000	354,328	\$974,402.00
	Price		\$1.90	\$1.84	\$2.02			
Keck Energy			\$37,300	\$584,807	\$10,954	\$1,010		\$634,070.90
Mansfield Energy			\$37,400	\$585,449	\$11,488	\$1,061		\$635,397.66
Diamond Oil			\$37,700	\$591,419	\$26,719	\$2,020		\$657,857.99
Petroleum Traders Corp.			\$37,700	\$591,419	\$26,719	\$2,020		\$657,857.99

CITY OF AMES, IOWA

MEMO TO: Ames Transit Board of Trustees
FROM: Barbara Neal
DATE: May 13, 2020
SUBJECT: Bus Wash Renovation Project Closeout

BACKGROUND: CyRide used an Iowa Public Transit Infrastructure Grant (PTIG) to replace the bus wash in 2019. The old bus wash was installed in 2002 and was past its useful life. Funds for the project were included in the 2018-2023 capital plan with a project budget of \$646,303.

The CyRide Bus Wash Renovation Project (Bid No. 2019-084) was released on February 12, 2019. Plans and specifications called for the replacement of the bus wash and associated infrastructure. The project was bid with six bid alternates due to budget concerns. Harold Pyke Construction Company (HPC) L.L.C. of Ames, IA submitted the low base bid of \$500,000 with six bid alternates totaling \$117,300. The total contract award amount was \$617,300.

INFORMATION: Construction started in May 2019 and the project was substantially complete by September 2019. There were two contract change orders resulting in a net contract change of \$4,719.00. Project closeout was delayed due to problems in manufacturing of the overhead fire door. The project punch-list is now complete and the bus wash and all associated equipment are working to the satisfaction of CyRide staff and the A&E Consultant.

The table below provides additional project budget detail.

Description	Amount
Original Contract Base Bid	\$500,000.00
Add Alternate for Replacing Entire Concrete Slab	\$18,000.00
Add Alternate for Vehicle Dryer / Blower System	\$54,500.00
Add Alternate for Spot Free Rinse	\$12,700.00
Add Alternate for Chassis and Wheel Wash	\$8,000.00
Add Alternate for RFID System	\$19,500.00
Add Alternate for Stainless Steel Doors, 103-1, 105-1, 101-2	\$4,600.00
Change Order 1 – Change door 102-1 to stainless steel, infill drainage pit, add door hardware	\$4793.00
Change Order 2 – Change paint to epoxy, replace existing floor grate in equipment room, change transformer to aluminum windings	-\$74.00
Total Contract Sum	\$622,019.00
Payment Made to Date	\$590,918.05
Unpaid Balance - 5% Retainage	\$31,100.95

As of May 7, 2020, all conditions of the contract have been met by HPC L.L.C. and required documentation is on file.

ALTERNATIVE:

1. Accept final completion and approve the release of retainage in the amount of \$31,100.95 to HPC L.L.C. for the CyRide Bus Wash Renovation 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, accepting the CyRide Bus Wash Renovation Project as complete and releasing retainage in the amount of \$31,100.95 to HPC L.L.C.. All conditions of the project contract have been completed to the satisfaction of CyRide staff.

**Transit Director's Report
May 2020**

1. Conflict of Interest

The City of Ames is requesting members of City Boards, Commissions, Council Members and the Mayor submit a conflict of interest disclosure form annually or any time changes occur. The paperwork may be completed either electronically or by completing the form attached to the board packet. The City is requesting forms be completed by May 31, 2020. Board members can give the forms to CyRide for processing or you may complete the form online via a link that will be sent to you through email.

2. Ames Intermodal Facility (AIF) One-Time Parking Permit Refunds

An email was sent on April 23, 2020 to all board members requesting authorization to move forward with a two-month refund for surrendered AIF parking permits, to conform with the non-AIF parking permit refund action taken by ISU Parking. CyRide received emails from Trustee Schrader, Trustee Cain, Trustee Bibiloni-Rivera, and Trustee Beatty-Hanson to support issuing one-time refunds to assist with individuals experiencing economic hardship during the pandemic. The total estimated cost of these refunds will be approximately \$1,300, with the money for refunds coming from the annual revenues generated by the AIF. Mark Miller, ISU Parking Director, confirmed the AIF would likely generate between \$25,000 to \$30,000 in revenues this year, which does account for AIF parking refunds and possible lost revenues from both Jefferson Lines and Executive Express.

3. Temporary Waiver of Municipal Code Section 26A.3(1)(b) Requirements

The term of office for Transit Board members is set by section 26A.3 of the Ames Municipal Code. Currently, under the Code, the President of the GSB appoints one Trustee who is not a GSB Senator and the full GSB chooses a GSB Senator to serve as a Trustee. These members have a term of office that begins on May 15 of each year.

In response to the COVID-19 pandemic, Iowa State University has ceased holding in-person classes for the Spring semester, and therefore the GSB is not meeting and cannot make its Trustee appointment. CyRide, in coordination with the Ames City Attorney, is requesting Section 26A.3(b) be temporarily suspended for the 2020 year only to allow the President of the ISU Government of the Student Body, instead of the GSB Senate as a whole, to make the appointment of a GSB Senator to serve as a Transit Board Trustee for the one-year term beginning May 15, 2020.

The attached resolution will be presented at the May 12, 2020 Ames City Council meeting. Additionally, we have requested a correction in the Code from the former name "ISU Government of Student Body", to its current name "ISU Student Government".

4. On Call Architectural Engineering Services

Parts of CyRide's facility are 36 years old and major components of the building are well beyond their useful life. In preparation for upcoming HVAC projects and future additional capital improvement projects, CyRide will be preparing a Request for Qualifications (RFQ) for On Call Architectural and Engineering services to support CyRide construction projects. With several multi-year projects, the RFQ will be developed for a five-year period so continuity between projects can be maintained. CyRide will bring back to the Board an award of contract after bids are received.

5. Emergency Preparedness

With severe weather season here, CyRide has been reviewing and updating emergency plans. The maintenance department met in April to discuss flood equipment and supplies. Also, the operations department has been updating CyRide's Flood Emergency Response Plan to ensure continuity of operations in the event of a flood. Contingency plans for other emergencies will also be revisited as time allows.

6. COVID-19 Update

CyRide is continuing to invest significant time and resources keeping employees and passengers safe during the ongoing pandemic. Stores of personal protective equipment (PPE) have been replenished, and staff are working with other City departments and ISU to ensure that the supply chain of crucial items can be maintained. Fabric face masks have also been made available to all employees; wearing masks has been made mandatory any time a CyRide employee is in a position where they would be in close contact with another employee or a member of the public. Administrative staff are continuing to monitor guidance from local, state, and federal officials, and will act quickly in response to changing conditions to maintain a safe environment at CyRide.

With the upcoming summer schedule, staff have identified several areas where service can be modified to reduce both the cost of operations and the number of employees simultaneously working, while not unduly burdening passengers. To this end, the #7 Purple route has been temporarily suspended for summer service, with passengers being directed to utilize the #1 Red and #11 Cherry routes instead. The #11 Cherry and #23 Orange routes have seen significantly reduced ridership since Spring Break and have had their frequency of service reduced as well. CyRide will be carefully observing ridership to ensure that appropriate social distancing is being maintained, and to see if future temporary increases or reductions in service are advisable.

I also want to take a moment to once again thank every member of the CyRide team for their ongoing efforts addressing this crisis. This has been a challenging time for everyone at CyRide, and I continue to be impressed by the hard work and dedication I've seen from so many people who are keeping this essential service operating for the community.



ANNOUNCEMENT: New Process to Report Any Potential Conflict of Interest for Related Parties

Effective May 1, 2019, all employees are required to complete a conflict of interest disclosure form for related parties. A new form must be submitted annually and at the time of any changes. The City's conflict of interest policy change is only in the format in which you report and frequency in which you report it.

There are two ways to complete the required paperwork:

- Select the link in the email which was sent, complete the form & select "submit",
<https://www.cityofames.org/government/departments-divisions-i-z/purchasing/conflict-of-interest-form>
- Or complete the form attached, print and submit to Accounting, Attn: Tina Stanley

The following attachments are provided for additional information regarding the City of Ames Purchasing conflict of interest policy:

- Current Conflict of Interest List
- Frequently Asked Questions (FAQs) on the City's Conflict of Interest Policy
- Chapter 13 – City of Ames Purchasing Conflict of Interest Policy and Code of Ethics
- Chapter 25 - City of Ames Purchasing Procedures Relating To Conflict of Interest & Code of Ethics

Employees will have 30 days to comply. Failure to comply will be reported to your department head for further action.

Direct questions to your either your supervisor or Karen Server, Purchasing Manager (515-239-5125).

TRANSIT TRUSTEE RESOLUTION

WHEREAS, the Ames Transit Agency, commonly known as CyRide, has a Board of Trustees made up of representatives of the City of Ames, Iowa State University (ISU), and the Iowa State University Government of the Student Body (GSB); and

WHEREAS, under Ames Municipal Code Section 26A.3(1)(d), the President of the GSB appoints one Trustee who is not a GSB Senator, and under Ames Municipal Code section 26A.3(1)(b) the full GSB chooses a GSB Senator to serve as a Trustee; and

WHEREAS, the terms of office begin on May 15 of each year, per Ames Municipal Code Section 26A.3(2); and

WHEREAS, in response to the COVID-19 pandemic, Iowa State University has ceased holding in-person classes for the Spring semester, and therefore the GSB is not meeting and therefore the GSB cannot make its Trustee appointment;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF AMES, IOWA that Section 26A.3(1)(b) is temporarily suspended for the year 2020 only, to allow the President of the ISU Government of the Student Body, instead of the GSB as a whole, to make the appointment of a GSB Senator to serve as a Transit Board Trustee for the one-year term beginning May 15, 2020.

June 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10 Transit Board Meeting 4:15pm	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				